

The Rocky Hill Town Council held its regular meeting on Monday, March 3, 2014 in the Council Chambers of Town Hall. Mayor Henry Vasel called the meeting to order at 7:00 p.m. Those in attendance: Deputy Mayor Nadine Bell, Councilor Meg Casasanta, Councilor Guy Drapeau, Councilor Joe Kochanek, Councilor Bill MacDonald, Councilor Tim Moriarty, Councilor Frank Szeps and Councilor Cathy Vargas. Also present: Town Manager Barbara Gilbert and Finance Director John Mehr.

Presentation of Proclamation for John Hamilton Green by State Representative Guerrera
Presentation of Proclamation for John Hamilton Green by Mayor Vasel

Mayor Vasel asked John Hamilton Green and State Representative Guerrera to come to the front of Council Chambers. State Representative Guerrera said it was quite an honor for him to be present this evening with John Hamilton Green. State Representative Guerrera said they were waiting for State Senator Doyle who had been in a Judiciary meeting and he was on the way to this Town Council meeting now. State Representative Guerrera said again how it was a great honor for him to be present this evening and he said this was especially because of what he was going to be doing. He said that he was going to give a citation to John Hamilton Green. At this point, State Senator Doyle entered the Council Chambers.

State Representative Guerrera said he serves on the Veterans Affairs Committee at the State Capitol. Every day when they meet, they talk about the individuals who are out there fighting for their freedoms. These individuals aren't just serving one tour but they are serving multiple tours. He said it is heartbreaking when these individuals come to testify in front of the Veterans Affairs Committee as to what they go through. The Veterans Affairs Committee is there to listen to all of their concerns. Some people fail to understand what the families of these individuals go through. It is tough when someone's husband, son or daughter leaves to go fight overseas. These individuals then come back home for five years and then they get called up again. These individuals are doing multiple tours. John Hamilton Green started his career in 1982. State Representative Guerrera said John Hamilton Green had been retired basically and he called to say he was coming back when 9/11 occurred. John Hamilton Green served two duties overseas in order to make sure that everyone can enjoy all of the freedoms that they do today. State Representative Guerrera said he had two citations and a letter from the Governor. These citations aren't given out very often. A citation was from the entire Veterans Affairs Committee. He asked John Hamilton Green if it was correct that he retired as of Saturday. John Hamilton Green said yes. State Representative Guerrera said that John Hamilton Green and his wife live in Rocky Hill. State Representative Guerrera said not once did he know that John Hamilton Green was overseas because he and his wife never asked for anything. State Representative Guerrera said this is what type of individuals these people are. They care about the freedom of this Country and they don't care about what they want. He said "thank God" there are individuals like John Hamilton Green and others that are out there who make sure that everyone enjoys the freedoms that they do today.

State Senator Doyle apologized for being tardy and he said that isn't acceptable in the military. He said it was his pleasure to be present this evening so that he could provide his brief remarks. He mentioned that he was speaking on behalf of the State and of this community. He mentioned to John Hamilton Green about the sacrifices that he has given to everyone. State Senator Doyle told John Hamilton Green "thank God" that he is here and he is healthy. State Senator Doyle told John Hamilton Green that he was sure his family was worried about him every night. State Senator Doyle said it was a pleasure for him to be present to play a small part in paying a tribute to what he has contributed to his family, to this State and to this Town. He thanked John Hamilton Green for his hard work and he said "thank God" that he is home safe, as well as back together with his family.

State Representative Guerrero asked Mrs. John Hamilton Green to come to the front of Council Chambers also. State Representative Guerrero read aloud and in full an official citation from himself, State Senator Doyle, the entire Veteran Affairs Committee and the State of Connecticut's General Assembly. State Representative Guerrero told "God Bless You" to John Hamilton Green and his wife. State Representative Guerrero thanked John Hamilton Green for what he did and he told him that he makes Rocky Hill, the State of Connecticut and the United States of America proud. State Representative Guerrero said he had another citation that was the same but that was specifically from himself and State Senator Doyle. State Representative Guerrero referred to the letter from the Governor also.

Mayor Vasel told John Hamilton Green on behalf of the Town of Rocky Hill that he wanted to thank him for the duty and service he provided. Mayor Vasel told John Hamilton Green that he had provided a debt to them that they could never repay. Mayor Vasel said he had a proclamation from the Town of Rocky Hill. He read this aloud and in full at this point.

John Hamilton Green thanked everyone for the support they show to his family. He tries to keep his impact to the world minimal. He had the opportunity to serve with some pretty great people and he said some of these people were in Council Chambers this evening. He wasn't sure how many people were going to be coming this evening. He said he would give the set of patches he had with him to State Representative Guerrero and he said that he would have another set to give later to State Senator Doyle and Mayor Vasel. John Hamilton Green said these were the combat patches that were worn in Afghanistan. One of these was from the First Infantry Division, which is the Division that he was attached to. Another one was the State area command patch and there was also a Military Police patch. He thanked State Representative Guerrero for all of the support that he gives to them and to the Veterans. John Hamilton Green introduced Sergeant Rivera who was in the audience. Sergeant Rivera is from Wethersfield and he is the First Sergeant in the Connecticut Army National Guard for the 643rd Military Police Company, which is out of Westbrook, Connecticut. John Hamilton Green also introduced Major John Salvatore who he had served with as a Military Police Officer in the 143rd Military Police Company.

Mayor Vasel asked John Hamilton Green, Sergeant Rivera and Major Salvatore to lead everyone in the Pledge of Allegiance. The Pledge of Allegiance was recited.

Mayor Vasel asked for a Moment of Silence to be observed for all of those who have served our Country and for those who are currently serving it.

Public Comment

Mayor Vasel asked if there was anyone from the public who wished to speak at this time. There was no one from the public who wished to speak.

Appointments/Resignations

Majority Leader Bell said she had three appointments. One of these was for Michael Casasanta to be an Alternate for the Planning and Zoning Commission. Another one was for Rachelle Leone to be an Alternate on the Open Space Commission. Another one was for Kelly Cushing for the Library Board.

Councilor Casasanta made the following appointments:

Michael Casasanta, Alternate – Planning and Zoning

Rachelle Leone, Alternate – Open Spaces

Kelly Cushing – Library Board

The motion was seconded by Councilor Drapeau and adopted unanimously.

Mayor Vasel asked Minority Leader Moriarty if he had any appointments or resignations. Minority Leader Moriarty said he had none.

Approval of Minutes

A. Council Meeting – February 3, 2014

Deputy Mayor Bell made a motion to approve the Minutes of the February 3, 2014 Town Council meeting. The motion was seconded by Councilor Drapeau and adopted unanimously.

Subcommittee Reports

A. Finance

Councilor Vargas said she had no report at this time. The next meeting of the Finance Committee will be held on March 12, 2014.

B. Public Safety

Deputy Mayor Bell said she had no report for the Public Safety Committee.

C. Government Operations Committee

Deputy Mayor Bell said the Government Operations Committee had met this evening prior to this Town Council meeting. They covered the Code Compliance bid and it looks like the State will be able to provide service to them. They will probably need to hire one of the vendors though to do the plan review for the code approval.

They also had discussed the West Hill School sprinkler project which will be going out to bid with the specs and the drawings. These bids will be due on March 26, 2014.

The school security projects were talked about. They also got an update on the modular classrooms and they are going to go ahead with these with the understanding that final approval and funding won't be complete until after the budget, as well as after July 1, 2014, which will be the start of the fiscal year.

D. Economic Development

Councilor Casasanta said the Economic Development Subcommittee had met this evening prior to this Town Council meeting. She said there was nothing new to report other than that this Subcommittee will be having a joint meeting with the Economic Development Commission at their next meeting on April 7, 2014. This will be so that they can discuss Mission Statements going forward and they will be looking to jointly see the Plan of Conservation & Development so that they can get this moving along. This will be so that both the Economic Development Subcommittee and the Economic Development Commission can get an agenda going forward as to what they are going to be doing in the future.

E. Land Acquisition & Farmland Preservation

Councilor Szeps said he had no report for the Open Space Land Acquisition & Farmland Preservation Subcommittee.

F. Senior Affairs Committee

Councilor Vargas said she had no report for the Senior Affairs Committee. The next meeting of the Senior Affairs Committee will be held on March 17, 2014.

G. Executive Search Committee

Councilor Casasanta said the Executive Search Committee advertised for the Search Consultant on January 9, 2014 with ICMA. Eight consulting firms had submitted RFP/RFQ proposals by January 31, 2014. The Executive Search Committee selected three of these to interview after they had reviewed all of the firms' proposals. These interviews were conducted on February 18, 2014. Two of these were via conference calls and one of these was face to face. The Executive Search Committee is recommending to the Town Council that the Mercer Group be hired as the Executive Search Consultant to assist the Town Council in its process of hiring a Town Manager.

Councilor Moriarty asked if there is a schedule for this. Councilor Casasanta said there is going to be a Resolution as this evening's meeting is going by so the search firm will be contacted once this is approved in order for them to go ahead and implement the contract going forward and to set an initial meeting up. Councilor Moriarty confirmed that they will have some type of a schedule and Councilor Casasanta said yes. Councilor Moriarty said good and he thanked Councilor Casasanta.

Consent Agenda

Councilor Vargas told Mayor Vassel that she would like to have Item C. (Approval – 2014/2015 Town Council Budget Schedule) pulled off of the Consent Agenda for discussion purposes.

Councilor Szeps moved to approve the Consent Agenda excluding Item C – Approval 2014/2015 Town Council Budget Schedule. The motion was seconded by Councilor Vargas and adopted unanimously.

A. Approval – Working Notes January 27, 2014 & February 3, 2014

B. Approval – Legal Bills

BE IT RESOLVED THAT the Town Council / Finance Committee hereby authorizes the payment of the following legal bills for services rendered.

Rome McGuigan, P.C.	\$ 17,960.20 (Nov) 25,288.31 (Dec)
Joseph Fasi LLC	\$ <u>0.00</u>
<u>TOTAL</u>	\$ <u>43,248.51</u>

C. Approval – 2014/2015 Town Council Budget Schedule – Removed

D. Approval – Tax Refunds

BE IT RESOLVED THAT a tax refund in the following amount be and is hereby authorized for the following taxpayers:

<u>List Number</u>	<u>Name</u>	<u>Amount</u>
2012-01-12022	Srilatha Velivala 806 Briarwood Court Rocky Hill, CT 06067	\$1,927.17

BE IT RESOLVED THAT a tax refund in the following amount be and is hereby authorized for the following taxpayers:

<u>List Number</u>	<u>Name</u>	<u>Amount</u>
2012-01-11514	Robert A. + Heidi L. Dale, Jr. 27 Stepney Circle Rocky Hill, CT 06067	\$1,914.14

BE IT RESOLVED THAT a tax refund in the following amount be and is hereby authorized for the following taxpayers:

<u>List Number</u>	<u>Name</u>	<u>Amount</u>
2012-01-16001	Patricia Saya 304 Watercourse Row Rocky Hill, CT 06067	\$1,772.63

BE IT RESOLVED THAT a tax refund in the following amount be and is hereby authorized for the following taxpayers:

<u>List Number</u>	<u>Name</u>	<u>Amount</u>
2012-01-16584	Mark G. Tangarone 208 Starr Drive Rocky Hill, CT 06067	\$2,703.63

BE IT RESOLVED THAT a tax refund in the following amount be and is hereby authorized for the following taxpayers:

<u>List Number</u>	<u>Name</u>	<u>Amount</u>
2012-01-17146	Queen Esther Williams 30 Stevens Place Rocky Hill, CT 06067	\$1,953.24

BE IT RESOLVED THAT a tax refund in the following amount be and is hereby authorized for the following taxpayers:

<u>List Number</u>	<u>Name</u>	<u>Amount</u>
2012-01-11927	Paula Duhamel 65 Joiners Road Rocky Hill, CT 06067	\$1,666.49

E. Authorization – State Library Historic Document Preservation Grant

“Authorization – State Library Historic Document Preservation Grant”

RESOLVED That Barbara R. Gilbert, Town Manager of the Town of Rocky Hill, is empowered to execute and deliver in the name of and on behalf of this municipality, a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

C. Approval – 2014/2015 Town Council Budget Schedule

Councilor Vargas asked the Town Council if any of them had any issues with this calendar. She said that she did with May 12, 2014 but she knows that is the meeting to revisit the budget. She asked the Councilors if they might be a little bit flexible as they got closer to that date depending on where they are in the budget process. Councilor Drapeau said he won't be available for April 2, 2014 but he will be for the rest of the budget sessions. Councilor Moriarty said he is going on April 11, 2014 to Georgia for his daughter but that is when there is school vacation. Councilor

Vargas said she would be okay with approving this budget schedule but she was just asking them about them getting closer to end of the budget process and if they needed to discuss anything. Councilor Moriarty said this is flexible and they can add meetings if they have to.

Councilor Vargas moved to approve the 2014/2015 Budget Workshop Schedule. The motion was seconded by Councilor Szeps and adopted unanimously.

Town of Rocky Hill
2014/2015
BUDGET WORKSHOP SCHEDULE

Date	Event
March 26, 2014	Budget goes to Council
March 26, 2014	Budget Released to Public
April 2, 2014 Wednesday	Budget Public Hearing, 7:00 pm Town Manager
April 9, 2014 Wednesday	Budget Workshop, 6:00 pm Parks and Recreation, Human Services/Youth Services, Registrars, Fire, Ambulance, Finance/Accounting, Assessor, Tax Collection, Town Clerk, Economic Development, Town Council, Town Manager, Personnel, Central Services, Legal, Probate, Special Programs
April 23, 2014 Wednesday	Budget Workshop, 6:00 pm Library, Building, Town Planner, Board and Commissions, Health District, Highway, Sanitation, Engineering, Open Space
April 30, 2014 Wednesday	Budget Workshop, 6:00 pm Police, Facilities, Information Technology, Insurance, Employee Benefits, Contingency, CIP, Debt Service, Interest
May 8, 2014 Thursday	Budget Workshop, 6:00 pm BOE
May 12, 2014 Monday	Budget Workshop, 6:00 pm Overflow/Revisit
May 19, 2014 Monday	Final Day for Budget Adoption

By Charter the budget must be adopted by the third Monday of May, which is May 19, 2014.

New Business

A. Presentation – IT Study by Dr. Picard

Dr. Picard said he wanted to apologize. He mentioned that he had gone through this IT Study several times but he found a couple of typos as he was going through it again today. He apologized that these typos existed. He told them as they could see from this that he tried to identify a variety of things. He told them that they knew the Town background better than he did but he wanted to include this for anyone who was reading it. He said that he broke the investigation down after many hours of discussion with their Support Staff and with the representatives of all of their departments into various departments and specific issues that had been raised and how he would propose that these be addressed.

Dr. Picard started with the IT Department. It is his understanding that this department historically was in a silo arrangement. There was a lot of separation between the Staff and this was based on their job duties. There was also separation that prevented them from interacting and sharing some responsibilities, as well as knowledge. He said to deal with this that it seems very logical as they move forward that the Director will have to, as a key responsibility, foster collaboration and cohesiveness within the department but even more so the collaboration among members in other departments. One of the things he had found in discussions with people was that their issues and concerns were expressed but not with everyone in the department always. The concept of silos continued therefore. The new IT Director will have to overcome this and be more inclusive, as well as collaborative, with all of the various departments in the community. The IT Director will have to instill in the department that they are a service organization and their clients are the people who work for this Town, as well as the Town Council. They need to understand that the needs of those people need to be addressed. This has been done in the past to an extent but he said that he felt it was important to emphasize in the future that everyone who works in the department needs to understand that their clients are the people who work in this Town.

Dr. Picard said the IT Department needs a new Director. This had appeared in some of his interviews with a variety of people. He said that he has recommended to Town Manager Gilbert and he told the Town Council that he is recommending to them also that John Nowakowski be appointed to this position. Dr. Picard said it was demonstrated in interview after interview that John Nowakowski has the most intimate knowledge of the IT services and of the network, as well as issues that are associated with the network. Dr. Picard said he has had a number of discussions with John Nowakowski and when he raised issues that other people had raised that he is aware of these things. Dr. Picard said John Nowakowski has the knowledge and he has the background.

Dr. Picard referred to the use of background exec in the IT Department and he said this is really a software issue throughout the community. He said from his perspective that the software needs to be updated and maintained on a yearly basis. He told them that he would talk about the Microsoft Subscription Software Program. This will be a direct way of addressing this evident problem in the Town government. Some people are using Windows 7 and some are using XP, etc. There needs to be consistency. One way of achieving this is for them to make sure that

whatever software they are using is being maintained. This means that it is being upgraded when it is appropriate. The current issue that exists that is associated with backup also is the capacity of the current backup system and the amount of data that needs to be backed up. This process will need to have some hardware that has larger capacity. He said he suggested a couple of ways in the report where they can transition to the larger capacity on a full time basis. The retention time is one of the things that exists and this currently is two weeks. He gave more details about this. He is suggesting that this policy needs to be changed. He is recommending that they discuss this with the various members of the department leadership and that they discuss this with their Town Attorney also so that they are assured that whatever exists is going to be maintained. There is a high rate of backup but one of the other issues that exists is that some files seem to be stored on local machines as opposed to a file server. Most of these are synchronized to the file server but there are no guarantees. Dr. Picard explained that the FOI Commission won't be interested in that they almost got it right but they are interested in making sure that whatever records exist are preserved. The equipment itself and the policy of retention need to be addressed.

Dr. Picard said there is no tracking program that exists. He was told time after time in the interviews that people call John Nowakowski if they have a problem. One issue with this though is that he is only one person and the other issue is that there is no documentation other than what exists in John Nowakowski's mind. There is no tracking program where people would submit work orders. These things would be prioritized and dealt with and records would be maintained. Dr. Picard told them if they are going to propose budget proposals in the future for equipment upgrades that they will need to be able to demonstrate that there is a specific need for this. He mentioned a tracking program that this Town is exploring and he explained some more about this.

Dr. Picard referred to Panologic Cubes. He was sure that the vendor had been promoting Panologic Cubes at that time as being a way of saving money. It does in a terminal environment. Software is run on the servers and the only thing that the person at the desktop needs is to have access to the server. The program runs on the server and it displays what is running on the person's screen. The Panologic Cubes aren't working as well as everyone had anticipated and these are slowly being replaced by HP terminals. He is suggesting that they speed that process up and they get rid of all of the Panologic Cubes. He thinks that they also really need to take a look at who is getting a terminal and who is getting a work station. He said instead of them replacing all of the current terminals with new terminals that they need to evaluate if someone can use a Panologic Cube or whether they will require a standalone work station. He said that part of the difficulties which exist that are associated with logons is that the servers don't have a sufficient amount of memory. He mentioned that one of the discussion items that he has had with Town Manager Gilbert and with John Nowakowski is for them to increase the RAM if possible out of this budget. Dr. Picard said the issue of how long it is taking someone to get onto the system is a recurring one among all of the members in every department. The servers' capacity will be increased by the increasing of the RAM. He explained more about this.

Dr. Picard referred to the replacing of the firewall. They are currently anticipating going into the Nutmeg Network, which is the Town side counterpart for the Connecticut Education Network. He encouraged them to continue doing this because it is a very positive thing. This will

dramatically increase the internet access speed. This will also provide another layer of protection because the State will be protecting access to its network and the Town will be on that as well. From his point of view, he said this doesn't absolve the Town from the need of putting a more adequate firewall in. He explained what firewalls can do today. In most networks today, one particular brand of antivirus is used that runs on the firewall and a completely different product is used on the servers and work stations. He explained that having two different systems is one way of providing another level of security and protection within the Rocky Hill network.

Dr. Picard said the network has switches that are antiquated. He is suggesting that these and the slower switches be replaced. He said when these begin to be replaced that they need to reposition the current higher speed switches that are associated with some of the ports that are connected to the lower speed switches. He explained some more about the ports and he said all of those aren't needed at one particular time. The ones that are actually being used need to be plugged into 10, 100 and 1,000 ports so that they can take advantage of the higher speeds that are associated with the newer switches. The older switches can be phased out. He told them from his perspective that they need to standardize this on a particular brand. He told them that he wasn't there to promote a brand and when he mentions a brand it is because that is what they are using currently. It will therefore make sense for them to continue doing so because they are currently using a high quality product. The Enterasys switches need to replace the Dell ones. He told them they need to eliminate all of the ports that are slower.

Dr. Picard said the fiber connection that exists between the Police Station and the Town Hall really can't support the bandwidth that is necessary. They are currently running four servers in a cluster and things are duplicated between them. If one server is busy then another server is logged onto. The problem that is existing is that the fiber connection between the Police Station where there are two servers and the Town Hall where there are two servers is not "up to snuff". He is recommending that ports be aggregated. This will be a way of taking multiple ports that are on a switch and making the switch, as well as the computers that are connected to it, believe that this is only one. He gave an example. Some issues would be associated with this. The long term proposal would be to have the fiber replaced and the most ideal situation would be to do that now. He explained more and said this fiber will have to be replaced eventually because it won't be capable of serving them in the future.

Dr. Picard said the Town Hall has wireless access throughout it but the Police Department doesn't have it so the Human Services Department doesn't have it either. He said this needs to be done. He understands that the money that was appropriated for this at some past time was used for something else. It is a problem in his estimation to have a building like that without wireless access so that people can't connect cell phones and laptops, etc. This would also resolve some of the issues that are associated with the Human Services Department.

Dr. Picard said the water in the server room needs to be shut off. He told them that he had mentioned this before and he said one of the Councilors had addressed this as well in response to him as a result of the last meeting. They need to have fire suppression but the sprinklers have to be removed. He has no idea why it was designed this way but he told them if they want to replace all of their equipment then all they would need is for a fire to break out. These are mechanical and electronic devices. He has seen computers "pop" suddenly and all they have is

smoke coming out of them. They need to make sure that they are replacing the fire suppression system with something like Halon or another product that is a dry one.

Dr. Picard referred to the Disaster Recovery Plan. He said that he had asked about this. Everybody said that this exists but people couldn't tell him how long it has been since it has been reviewed, revised or tabletopped. He explained more about tabletop. He said these are the issues that need to be done on a regular basis. Most communities don't have emergencies that would necessitate the using of a plan but he told them that they want to make sure that they have it and that it is up-to-date, etc.

Dr. Picard referred to the website. He said that people told him time after time that they don't have a problem with the website necessarily other than it takes time to have it put up and in many of the instances that the items they want put up aren't put up in a manner that they want to present to the community. His recommendation is that they accomplish two things. One of these is that they get a website system. This would enable them to distribute the management among the various departments. He explained more about this.

Dr. Picard referred to training. He said there isn't a training program for IT or for when new software is handed out for the Staff. Some training courses have occurred on a "catch as catch can" basis. The Community Center puts on some of these. Nobody sat down though to consider the issue of making sure that everyone who works for the Town is properly trained in all of the new software. He mentioned how the people who he has encountered who work for this community are really dedicated to doing the best job that they possibly can. Some of the people were reluctant to raise negative issues with him but he said that he pushed because he needed to know what the problems are. The issue of training kept coming out. He told them that they need to have this addressed. He then mentioned how he had looked at a purchase order which was for a new machine and that was calling for a 32 bit operating system. All of the machines being sold today are for a 64 bit operating system. He said he recognizes that in specific instances they may have software that won't run adequately on a 64 bit operating system so they might have to order a 32 bit operating system. He explained that the reality is though that they are slowing machines down by them using a 32 bit operating system versus a 64 bit one. All of the new computers are almost exclusively built with a 64 bit operating system.

Dr. Picard referred to the old hard drives they had out of old equipment and he said this seems to have been resolved. He explained that those couldn't be taken to the dump because this would become public record as soon as they were dumped. The data has to be destroyed and he understood that someone in another department had been contracted to drill right through the platter of these old drives so that they were no longer usable. He also mentioned another service that would literally wipe the drive so that nothing could be read.

Dr. Picard referred to the Support Staff. He said they had raised a variety of different issues and these were things he had already talked about. Boot up times were spoken about and he said those can be addressed with equipment improvement. He mentioned that software is causing frustrations. He referred again to the Microsoft Software Subscription Program. They currently are buying PCs that have operating systems on them and they have a license for that but the problem is that that is the only license they have. If a PC was bought with a license for XP then

Windows 7 can't be installed on it without them buying Windows 7. The Microsoft Software Subscription Program will allow them to pay a rate that is smaller every single year for all of the PCs they have and all of the software that they are using. They will also be able to put on any upgrade that exists during that year on any machine automatically that they wish to. This will address the issue about how some of them are using XP and some are using Windows 7, etc. He said the advantage is that they won't have to because their license would be backward compatible under this type of program and he explained some more about this.

Dr. Picard referred to the replacement plan for equipment and how people are complaining that their PCs are old. He is recommending that they engage in a recycle program. This would mean that they would lease equipment for a four year period and they would constantly be upgrading to more relevant machines at the end of the four year period.

Dr. Picard said when he had spoken to the people in the Cora J. Belden Library that they were really dedicated to providing as many tech opportunities as they could to members of this Town's community. Many people in the community don't have access to the internet so they use the library for this. He said unfortunately some of the Panologic Cubes got moved over to the library when they were replaced with some new terminals at the Town Hall. The issue at the library is that they don't have as much of the newer equipment as is needed. This really has an impact on their ability to get them fixed and to be able to provide for the needs of the Town's people. The issue of them replacing equipment on a regular basis will avoid that from happening.

Dr. Picard said one of the things that he repetitively raised in his report is for them to develop a users' group. Staff, management and Support Staff can sit down to talk about the issues they are having with technology. This isn't really occurring right now. He said from all of the places that he has ever been involved with or where he has ever worked that the people who are the Support Staff can really tell everyone what the issues are. This is even more so than management. He explained some more.

Dr. Picard referred to the Police Department. He told the Town Council that he had told them before about how four or five Police Officers are doing part of their job managing IT. He said that Police involvement will never be completely eliminated in the implementation of IT because they deal with this on a day-to-day basis. They need to recognize at the same time though that they are spending an awful lot of money having people work on IT whereas if they hire someone who had some experiences working with emergency services and have them work in the IT Department then many of the issues will be resolved. He is recommending that someone be hired who has specific knowledge and background in emergency services so that they can assist the RHPD, RHFD and RHVAA. He said he was also recognizing again that they need to have WiFi. He is suggesting that an encryption system (WPA2 Enterprise) be used because of the issues that are associated with WiFi in the Police environment. He explained more about this encryption system.

Dr. Picard said the current radio system at the RHPD needs to be replaced. He said he had a report of radio failures which he hadn't included in the report that he gave to Town Manager Gilbert. He had copies of this report and he told the Town Council that he would be more than

happy to provide them with a copy of this if they wished. The system needs to be replaced. It needs to be maintained and upgraded every single year. This will mean that they have to pay a fee. The current systems they have will be obsolete. They haven't been upgraded, etc. because they haven't paid to have this done. They have systems now where they may have to go on eBay in order to buy a piece of hardware for them in order to allow something to be fixed. He told them that he knows this isn't the way that they want the system to run. The console system also needs to be replaced and a yearly support program needs to be incorporated. There is a huge cost that will be associated with these two items. There are ways of spreading this cost out over multiple years by leasing the equipment. This way they can begin the process immediately to address real concerns that exist with regards to the ability of the Town to respond to emergency situations. They will never know when some of the current equipment is going to collapse because of its age.

Dr. Picard said eleven out of the twenty Police cruisers have laptops that are running 700 MHz computers. These are fifteen years old. He realizes that money might have been appropriated over the last years to upgrade these but that money was used for some other emergency need that had existed. He told them that they have a major issue right now in these cruisers with regards to the ability of the Police Officers to be able to get the information they need.

Dr. Picard referred to issues that are associated with cell phones and communication for the Detectives and the Command Staff with regards to only being for Police business and also for fire business because the RHFD is talking about that as well.

Dr. Picard referred to the Panologic Cubes again. He said those need to be replaced in the RHPD.

Dr. Picard referred to the downstairs closet in the RHPD where there are a lot of servers and switches. This is small and it is crowded with antiquated equipment but it could be reduced significantly with newer equipment. This closet is also not being cooled properly. He said one of the Councilors had raised a concern associated with the cooling of this. This was in response to the meeting that he had with them a couple of months ago. This needs to be addressed. They can't have this equipment running too hot because its lifespan would be reduced dramatically.

Dr. Picard said the issue of e-mail quotas and storage quotas had been raised. He is suggesting that a conversation be taken that is associated with this users' group between people in the various departments and people who are in the IT Department with regards to what they need for e-mail capacity and for storage.

Dr. Picard said there also appears to be an issue as to whether the Police can install pieces of software because they don't have administrative rights. He said that he isn't recommending that these be granted but he is recommending that a conversation take place between the Police and the IT Department on specific things as this relates to what is needed. This would be collaboration and communication.

Dr. Picard referred again to the licensing issue for the Nutmeg Network and for Microsoft. He is recommending that they continue implementing the radio tower and radio system. This will save

some money as it relates to saving some telephone lines and this will also save some money as it relates to connecting to the RHFD, as an example, down the road. Cox Communications seems to have some problems currently with this particular line and connection. He said these things could be resolved eventually.

Dr. Picard said they have generators but there is a time lag. They really need to look at if they are going to put an uninterrupted power supply for anything that is of a critical nature. The batteries that exist currently need to be reviewed as to whether they need to be replaced or not. The generator won't be replaced by the uninterrupted power supply. The computers will stay on because the batteries in the UPS will power this until the generator kicks in. Any work that someone is dealing with won't be lost therefore. He told everyone that this will need to be dealt with on a case by case basis.

Dr. Picard referred to the Tax Collector. The Tax Collector wishes to include the point and pay system in their current website or with a new one so that people can pay their taxes, etc. across the internet. He mentioned that someone had also stated that IT could be improved if John Nowakowski could be cloned. Dr. Picard mentioned again that a network of this size can't be run with only one person who is knowledgeable.

Dr. Picard said the RHFD has older machines. He was shown a server there that collapses sometimes and he said that he hasn't seen this kind of a server in at least ten years. Those things need to be evaluated and replaced. That server needs to be replaced. He said the RHFD also raised an issue with regards to policies as they relate to permissions in creating lists associated with e-mail. He mentioned again about having a conversation in order to have a policy established that will satisfy their needs. He referred to cooperation and collaboration again too. A concern of the RHFD is that they don't really have access to the firehouse program. This program is used to track the volunteers' activities, etc. and they need to be able to do this. He said once again that the RHFD needs to sit down and have a conversation in order to make whatever policy changes are necessary to facilitate their jobs.

Dr. Picard referred to the Assessor and he said he appears to be more on a cutting edge as far as equipment is concerned compared to some of the other departments because of the software that they need to run on it. They get newer equipment therefore. These things need to be part of a constant replacement system. That department also talked about the website issue and their ability to have information presented in the way they wish to. Some of their vendors have network access through a virtual private network access point and they would like to have this.

Dr. Picard referred to the Finance Director. He said that Finance Director Mehr has talked about the need for an IT Director and he also has concerns about the website system.

Dr. Picard said the Planning Department referred to the website and some of the issues with regards to having records available on the intranet within the Rocky Hill system. They also spoke about field based tablets. He said it really doesn't make a difference as to what will work the best for what they need to do (i.e. whether it is Apple or Windows, etc.). They need to keep in mind that they are dealing with issues that are associated with security, as well as every time they incorporate something like this.

Dr. Picard referred to printers and he believes that some of these are really old. Some of these can be replaced. He told them to focus on replacement in a fashion that is more organized and with service companies that will be able to address them. He told them that he has his preferences but he doesn't address what he believes they should do because there are more than enough choices out there.

Dr. Picard referred to the Parks and Recreation Department and the community lab, which he said is a really great resource. This is really based on the good will of the Director of this and his ability to get companies to donate equipment. Dr. Picard told them if they wish to continue this kind of a program that they need to incorporate this program so that there is a refresh rate in keeping up with the rest of the community. This facility can be used to help train some of the people who work for this Town.

Dr. Picard referred to the Town Engineer and said that department is using AutoCad 2008 currently because their equipment won't support newer versions. They stopped paying the support fees that would give them access to the newer version. A replacement policy and a replacement system would take care of this issue in the long run. One of the issues that came up in this department is their ability to load pictures, specifically those of the community. This is an issue of both the fact that some of this is loaded on local machines, as well as the equipment. He mentioned file synchronization and he gave more details. He said this needs to be resolved. He said some people had raised the issue that they are concerned that JPEGs aren't available to be inserted into e-mail. He said there are some reasons for this but this would be an opportunity for these people to sit down and say why they need them and how this can be resolved to fix this so that they can do their job. People also were talking about having android machines (i.e. devices or pads, etc.) so that they can run People Forms that are available to run on androids. He told everyone that they might end up with a system ultimately that will have some android and some Apple. The IT Department will have to support those at the same time providing a level of security.

Dr. Picard referred to the Town Clerk's Office and he said that they take care of everything. They are governed by Statute and they are very dedicated in making sure that they comply with that. They use Iron Mountain as a storage facility. They feel like they would like to have a staggered schedule for the IT Staff. He explained more about this.

Dr. Picard referred to the Human Services Department. They need WiFi and they need to have their equipment replaced on a regular basis. He said one thing that came out was privacy. Many of the people who come to that window have some very specific personal things in many instances that they need to convey to this department. The equipment they have in certain locations there is so old that it can't be used effectively in order to enter this information. People are being interviewed there in an open area where other people, such as visitors and other Staff members, can overhear some of what is being said. This is inappropriate from his perspective. The way for this to be resolved is for them to deal with equipment where they can take people into a location where they will be able to have some privacy and enter the necessary information into the records.

Dr. Picard told the Town Council that he also had addressed some of their concerns in his report. He referred to backups, which is an issue, but he wanted to emphasize to them that they have four servers which are running in a cluster. These systems themselves are synchronized and there are multiple copies of the data. He explained more about this. He said a couple of the people had indicated issues with files that are on C drives that are personal. He said from his point of view that this is the Town's equipment and the Staff shouldn't be putting anything that is personal on it because this has to be backed up if they do. He told them that this means they are spending money for adequate space, etc. This needs to be revisited associated with all of the Staff but it isn't a critical issue that needs to be immediately addressed. This needs to be pointed out in the users' group.

Dr. Picard said the proposals and costs that he included are estimates, as well as informed numbers. He said these could be higher or lower. They obviously have to spend some money on IT over the next several years that they haven't been spending. He referred to \$2,149,000 for the first year and he mentioned about them taking some of this to lease equipment with a leasing organization. He asked the RHPD if Motorola would lease. Motorola won't but they do provide a yearly cost to maintain the equipment at whatever the current level is. They would be paid every year and this equipment would be upgraded until it absolutely needs to be replaced. He explained that there are ways of taking the initial cost and dividing it up over a period of three, four or five years so that the initial cost would be reduced.

Dr. Picard apologized to the Town Council for taking so long this evening but he said he had spent many hours in interviews so he wanted to address the issues. He told them that he hoped that he hadn't forgotten anything and he apologized if he did.

Mayor Vassel asked the Councilors if they wanted a three minute break before they got to their questions or he asked them if they wanted to keep pushing forward. Councilor Moriarty said for them to keep going or they would be there all night.

Councilor Kochanek referred to the laptops in the cruisers and he asked if these could be upgraded. Dr. Picard said no. Councilor Kochanek confirmed that these would have to be replaced and Dr. Picard said yes.

Councilor Kochanek told Dr. Picard that he was saying that four to five of the Police Officers were equal to one person in IT. Dr. Picard said they equal more than one person. Councilor Kochanek asked Dr. Picard what he is recommending. Dr. Picard said he is recommending that someone be hired who can deal with the vast majority of this so that the amount of time the Police Officers would be spending would be more advisory, etc.

Councilor Kochanek said big corporations have contracts with help desks and he asked Dr. Picard what his thoughts were about this. Dr. Picard said the issues that are associated with these is where they are located and how much they will cost. He said it is a viable solution and this is something that can be addressed.

Councilor Kochanek confirmed that the Cora J. Belden Library has the oldest equipment. Dr. Picard said they have a lot of old equipment but he wouldn't say that this is the absolute oldest.

Councilor Kochanek told Dr. Picard that he was looking at the figures he had put down with regards to Year One and Year Two, etc. Councilor Kochanek confirmed with Dr. Picard for the current year that they could get away with spending \$16,000 and that would get them close to what he is saying would be a good start. Dr. Picard said this would allow them to upgrade the memory and this would allow them to promote an IT Director. This would be based on the remaining months of this fiscal year. Councilor Kochanek referred to the amount of \$2,149,000 for Year One. He said the console would cost \$1,700,000 and he believes that they had money set aside for the radios. Dr. Picard said that is his understanding as well. Councilor Kochanek told Dr. Picard that his figure is a little high. Dr. Picard said it is but he said that he wanted to present what he believes this would be from his discussions with people and he said how they would fund this would be up to the Town Council. Councilor Kochanek referred to them hiring an additional IT Staff person and hiring an IT Director for \$85,000. He then referred to Year Three, which would be Fiscal Year 2016-2017. He told Dr. Picard that the \$85,000 times two doesn't get carried over to the other figures he has. Dr. Picard said those would be new dollars. Councilor Kochanek confirmed that this would be another \$170,000 added onto the numbers there were today. Dr. Picard said yes. Councilor Kochanek said this put this a little bit more into perspective for him. Dr. Picard explained that anytime they see money in any one of those years that it is representative of either how much money they would have to spend each year or what the probable cost would be in each of the years if they lease the equipment for either a four or five year lease. Councilor Kochanek said these would be new costs and Dr. Picard said right.

Councilor Kochanek confirmed that they are presently running on a multi-mode and Dr. Picard said yes. Councilor Kochanek asked if there is a problem with this because they aren't terminated. Dr. Picard said there are several qualities of multi-mode fiber and the best quality wasn't put in so there is a lot of loss of the signal that is associated with bounce in the fiber itself. Councilor Kochanek confirmed that the Town bought a cheap piece of fiber and Dr. Picard said yes. Councilor Kochanek said that is understandable also. He asked Dr. Picard if he is recommending that they go single mode. Dr. Picard mentioned single mode that is of a higher quality. Councilor Kochanek asked if the equipment to back all of this up would have to be replaced at a higher grade too. Dr. Picard said yes and he said this is part of the proposal. Councilor Kochanek asked if this is \$20,000. Dr. Picard said it will probably be a little more than that because they didn't have a bid at the time the numbers had been produced. They will need to have two switches that will be capable of that kind of speed.

Town Manager Gilbert told the Councilors if they take the cost on the sheet that had been provided by Dr. Picard and if they remove the radio system and the console, as well as add this year and next year together, then the total will be \$265,418. Town Manager Gilbert said she has met on several occasions with John Nowakowski and he is to take all of the recommendations to show her what they can do this year and what they will need to do out of the IT budget next year by taking the two Capital Improvement items out of this. Town Manager Gilbert explained that the IT budget for this year has been frozen. She also told the Town Council that they needed to know that there is a pending retirement in the IT Department as of March 14, 2014. The job description for this will be changed and another technician will be brought on so that they can fill one of the positions being recommended with the Staff they have by them redefining the job description. She told them that she will be bringing the job descriptions to them for approval as she is redefining them or creating new positions such as an IT Director.

Councilor Kochanek referred to a help desk, which is used by many large corporations, and he said the reason he brought this up was that this would address the problem with regards to after-hours and the “baloney stuff” that people get jammed up on could be handled by a call to a help desk. This would free up a technician from running back and forth from port to port in the Town. Town Manager Barbara Gilbert said she agreed.

Councilor MacDonald said he had dozens and dozens of questions but he wasn’t going to go over these this evening because there were a lot of things on the agenda this evening, etc. Dr. Picard told Councilor MacDonald that he was welcome to send these questions to him and he would try to address them. Councilor MacDonald said he wasn’t going to do that. He thought the Town Council needed to get a better understanding as to what the critical items are that they need to address. He referred to one of Dr. Picard’s recommendations and he asked Mayor Vasel to establish a Technology Committee. Councilor MacDonald said there are a lot of Ad Hoc Committees that come and go from the Town Council. He thinks a Technology Committee is something for them to think about.

Councilor MacDonald told Dr. Picard that he appreciated his compilation of his interviews, his discussions and his qualitative assessment. Councilor MacDonald said what he was struggling with was that he had hoped the materials and the presentation would have been organized in a better manner for him to fully understand the issues. The report has one hundred and nine issues in it. Ten of these recommend the hiring of new Staff. He said this isn’t going to happen because of the budget situation they are in. He doesn’t think any of the Councilors would just hire more people. He said he didn’t think they will be doing that but he said that he could be wrong. He referred to the one hundred and nine issues and he said that he would have expected an executive summary. He asked the Councilors if that was something that they had thought they would be receiving and he asked them if they should ask Dr. Picard to come back at a later point with an executive summary that would lay out the IT overview. Councilor MacDonald said many of the Councilors are new to the Town Council. Councilor MacDonald told Dr. Picard that his report doesn’t give him a good understanding of what the makeup of the IT organization is within Rocky Hill (i.e. the functions and the training, etc.). Councilor MacDonald explained more about this. He said he was trying to get this at a higher level where he can flip this based on if this is the security, the backup or the equipment. He is trying to get some of the key components that transcend the entire Town and not just individual departments. He said that he can’t get this from the report. He also referred to more of the context around the IT function. He said that he had met with John Nowakowski who had helped him with his iPad and he said he had appreciated that. Councilor MacDonald said he has had a lot of consultants in front of him but he never had one who made a recommendation to hire or promote someone. He thinks they always have to look internally but he said the pool is more than who the Town currently has. He thinks the taxpayers would want to have the people who are the best qualified in any position in this Town. He told Dr. Picard that he appreciated his qualitative assessments and his opinion but he thinks that they have to make sure they have the best qualified people in any of their departments.

Councilor MacDonald referred to the external auditors who perform the audits on the financials and the Town. These auditors have an obligation to identify significant or even material control deficiencies. He told Dr. Picard that he knows he had talked to him in the hallway once about

this. Councilor MacDonald told Dr. Picard that the issues he has laid out to them are big ones. Councilor MacDonald said he is really surprised when he reads the auditor's report that that page is blank totally. He said there is a disconnect to him from BlumShapiro (audit firm) and what he is seeing here. He said he is really shocked by what he has read here. He would like to get the partner who is in charge of their accounting firm in front of the Town Council to see why they have never seen any of these significant control deficiencies in front of them over the years. He mentioned that this is unacceptable to him. He didn't know if this would be done through the Finance Committee or through Town Manager Gilbert.

Councilor MacDonald told Dr. Picard it is alarming to him when he is hearing him publically state that they have major issues in their Police vehicles. Councilor MacDonald referred to the fact that he doesn't have a prioritized list for the issues there are which are over one hundred. He said a Town their size can't address all of these issues overnight obviously. He asked what the top ten issues are and what the things are that they should be focused on. This should be privacy and public safety to him. He said it is bizarre that they have sprinklers in a data center room. He thought he would have hoped to have seen a report that would have laid more of these items out but he said that he didn't see this at all. He doesn't have a flavor of the inventory or for the aging of it. He doesn't have a flavor for the network speed. He told Dr. Picard that he would rather look at some quantitative data that he had prepared based on his interviews. Councilor MacDonald said for him personally that this would be very helpful for him to understand where they are and where they are going. The taxpayers had paid \$20,000 for this assessment. He asked what the Town is going to focus on because they can't focus on one hundred issues. They have a budget that is coming up and he said they can't put \$2,000,000 into this because they have other items (i.e. all-day kindergarten) that are coming up. He referred to him getting a better understanding of what the critical items are that they had engaged the expert to come up with. He said he appreciated the report, which is good reading, but he doesn't think that there are really any actionable items on his part.

Councilor Moriarty told Dr. Picard that he is talking about a lot of electronic things that are antiquated and he said this could be the case in five years. Councilor Moriarty told Dr. Picard that he was talking about the speed of things and they could have this conversation next week where new things could be out there. Councilor Moriarty asked Dr. Picard in his experience with these things how often these things need to be replaced on a regular basis. Dr. Picard said in his estimation that computers need to be replaced every three to four years and they will be asking for problems if they go longer than that. Switches and routers need to be replaced every five years or maybe even seven years. He explained more about this. Councilor Moriarty said manufacturers have the market. The manufacturers say they aren't going to upgrade things but that things have to be bought. He said that he has been sitting at the Council table going on nine years now and he knows that Deputy Mayor Bell, Councilor Vargas and Councilor Szeps have been sitting there the whole time too. Councilor Moriarty said a lot of this is news to them and it is kind of shocking. The Town Council makes decisions based on information that they get from the Town Staff and the Department Heads. He asked the Police Chief if it is correct that the only time they got computers in the cruisers were when they were purchased. Councilor Moriarty said it had never been discussed with the Public Safety Committee or with the Town Council that these things need to be done. He said this is shocking in one way but it isn't in another way because of the way that technology is. He also said they are only talking about the Town side

and who knows about this with regards to the Board of Education's side. He is sure that the Board of Education has more things than the Town has.

Councilor Drapeau asked what the current title of John Nowakowski is. Town Manager Gilbert said she believes it is IT Specialist. Councilor Drapeau asked how long John Nowakowski has been with this Town. Town Manager Gilbert said John Nowakowski has been with this Town for twelve years.

Councilor Drapeau said \$40,000 per year is being budgeted over the next five years with regards to the replacement of desktops. He asked Dr. Picard what he is proposing for the cost of each of these machines. Dr. Picard said these will roughly cost \$1,000 apiece. Councilor Drapeau said he was coming in at \$800 so this would be fifty of these per year per his number. He asked Dr. Picard if he is looking at two hundred and fifty new machines over the next five years. Dr. Picard said they have approximately two hundred desktops, some of which are terminals, so a lower cost will be associated with those. Councilor Drapeau asked Dr. Picard if there is a possibility that some of these units he is recommending could be lower caliber ones so that they would cost less than \$1,000 and they would cost \$500 based on what their use could be. Dr. Picard said they could be.

Councilor Drapeau referred to the laptops for the cruisers. This is being budgeted at \$10,000 per year for the next five years. He asked Dr. Picard how many laptops he is thinking this will be per year. Dr. Picard said eleven laptops need to be addressed immediately but he is suggesting that this will be the cost on a yearly basis in the leasing system to replace all of them. Councilor Drapeau asked if they would be paying \$900 per year for a lease on a laptop. Dr. Picard said there are other laptops as well but he said yes.

Councilor Drapeau went through Mayor Vassel to Town Manager Gilbert and he told Mayor Vassel that he was sure that Town Manager Gilbert could find \$15,000 to get the fire suppression system removed immediately without any further ado. Town Manager Gilbert said the first thing she will do is she will consult with the Fire Marshal to find out what they have to put in the building and they will go from there. Councilor Drapeau said he agreed and he said they need to have the water shut off at the very least. Town Manager Gilbert said she would be consulting with the Fire Marshal tomorrow morning.

Deputy Mayor Bell said she had many of the same questions that had been asked already so she wasn't going to repeat them. She is totally "blown away" that they are at where they are. She had sat and listened a couple of years ago when she was new on the Town Council as to how the Panologic Cubes were going to solve all of their problems. They had been told with all certainty that this was the way to go after there had been an extensive array of questions. She said that she is "floored by all this".

Councilor Vargas thanked Dr. Picard for his report. Councilor Vargas said "ditto" and she told Dr. Picard that she isn't receiving much guidance from his report as far as what the next steps would be. Councilor Vargas referred to what Councilor MacDonald had said and she said that she really doesn't know where to go with this next. Councilor Vargas referred to what Deputy Mayor Bell had said and she said this was when she was first on the Town Council. Councilor

Vargas said that was when there was the Panologic Cubes' presentation and she said she also had been on the Finance Committee at that time. These were going to be a wonderful thing over three years, etc. She said she relies on expertise that is being presented to her and she told Dr. Picard that she is relying on his expertise. She said the numbers at the end of this report are alarming and she told Dr. Picard that some of the words he has used are alarming. Councilor Vargas said she guesses that she is a "little gun shy" when she hears words from experts because she thought she had been hearing words from an expert before. She is a little concerned that if they do some of these things that they are going to be in the same situation. She isn't sure where to go with this. She explained that she is not someone who is computer savvy. She isn't sure if the Town Council is very knowledgeable about the "nuts and bolts" either and as to where they go with this. They are approaching the budget season. She knows that they were waiting on this \$20,000 study, which is a big thing, to see how this will fit into the budget. She thinks they need to do something but she doesn't know what.

Town Manager Gilbert told the Councilors who are really distraught over the fact that the Town bought the Panologic Cubes that full computers are not replacing these. Panologic is no longer in business so the Panologic Cubes that are worn now are being replaced with Hewlett Packard ones. Dr. Picard said the reports that people gave him about the Hewlett Packard Cubes are that they work better than the Panologic ones. Town Manager Gilbert said they are staying with the cube system and the Virtual Network that had been approved.

Councilor Szeps said the first thing he had looked at was the dollars and cents. He said if they have the money that this would be a "piece of cake" and that they could fix this. He is confused about the Panologic Cubes because he thought these were the "Cat's Meow". He does support the creating of a Committee to assist the Town Manager in "wrestling this dinosaur that they have here" so that they can get this into a situation where they have the best IT program for this Town. He thanked Dr. Picard very much for the report and he said it is "an eye opener". Councilor Szeps said this is a starting point for him with regards to the work they have to do. He thinks that they should sit down to discuss the makeup of the Committee. He thinks the Town Manager needs some assistance in getting a hold of this for future Town Council purposes as to how to handle this going forward.

Councilor Casasanta thanked Dr. Picard for his report. Councilor Casasanta said she wasn't going to reiterate the questions that had been posed already. She said the questions were very valuable ones and she had appreciated that. She echoed what Councilor Vargas had said about them approaching budget season. Councilor Casasanta told Dr. Picard that she respected the fact that he had gone to every single department and that he interviewed them but she said that she would have preferred to have seen an outline of dollars and cents that was more specific so that the Councilors could go through it to say what the priorities are that they need to focus on. Councilor Casasanta said it concerns her greatly about the deficit that public safety is facing in IT. She said that John Nowakowski is doing a great job but she said she is wondering why some of the things in the report haven't been fixed already. She referred to the network software issues. She explained more and said she isn't getting a concise reason as to why these issues haven't been resolved. She thanked Dr. Picard for his report and she said that she echoed her fellow Councilors as to what they said.

Mayor Vasel told Dr. Picard that he had been hired before he was on the Town Council. Mayor Vasel asked Dr. Picard if he could forward some of the answers to the questions for them. Dr. Picard asked if this was as far as an executive summary was concerned as Councilor MacDonald had indicated and he said that he could work on that. Mayor Vasel said it is very annoying for a Town employee who has to reboot a computer but he finds it unacceptable when this happens to the RHPD or RHFD when they are responding to an emergency and they need to know about hazards or warrants and the past history (at the location where the emergency is) and their computer goes down. He told the RHPD and the RHFD to come forward to tell them if this happens to them in the future. He explained some more and he said the Town Council needs this information, especially at budget time. He is sure that the RHVAA has computers too. He said that it is very important that the emergency services protect the people of Rocky Hill.

Councilor Moriarty went through Mayor Vasel to Jim Sollmi (Director of Public Works) who was sitting in Council Chambers this evening. Councilor Moriarty asked Jim Sollmi if he would do him a favor and look at the drawings, as well as the specs, for the Town Hall because he is almost positive that there is galvanized pipe for the sprinkler system in the area that was being talked about. Councilor Moriarty said if that pipe had been pulled out and it should have been in there that he wanted to know why because he had been sitting on the Public Buildings Commission at that time and they didn't pull it out. He said the water won't be shut off tomorrow because if it was then it would be for the whole building and he knows that the Fire Marshal wouldn't let that happen. He then referred back to the pipe and he said if this was pulled out that he wants to call the contractor to find out why it isn't there if this had been part of the original specs and bids of this project. Mayor Vasel said he agreed and he said that someone will have to answer for what they have done. Councilor Moriarty said the contractor might have been told to do that and if this pipe did come out, this had never come before any Committee that he has sat on. He said they can check Working Notes, etc. if they have to. Mayor Vasel agreed. Mayor Vasel said a reputable contractor typically likes to correct any errors there are. Councilor Moriarty said a local contractor had done this work.

Mayor Vasel asked the Councilors if any of them had any other questions. None of the Councilors did. Mayor Vasel thanked Dr. Picard. Dr. Picard said thank you. He told them that he would prepare what they asked him to and if they had anything else that they would like included to please send that information to Jessica Dumas (Clerk of the Council) and she can forward it to him. Dr. Picard thanked them for their attention and he apologized for taking so long.

Mayor Vasel asked the Town Council again if they wanted a three minute break or if they wanted to push forward. The Councilors decided to keep going.

B. Discussion and Adoption – “Proposed Ordinance Requiring the Use of Police Personnel within Public Rights-of-Way on High-Traffic Roads”

Mayor Vasel asked the Town Council what their pleasure was with regards to this.

Deputy Mayor Bell moved to approve the following ordinance. The motion was seconded by Councilor Moriarty and adopted unanimously.

AN ORDINANCE REQUIRING THE USE OF POLICE PERSONNEL WITHIN PUBLIC RIGHTS-OF-WAY ON HIGH-TRAFFIC ROADS

BE IT ORDAINED BY the Town Council of the Town of Rocky Hill that:

Purpose.

The purpose of this ordinance is to establish standards for the requirement of Police Officers to be present when, in the course of the opening of the roadbed, paving of the roadbed, trimming of trees over the right of way, trimming of trees on private property, repairs or construction on public roads or the laying or repairing of sewers, electrical telephone, gas lines, water or any type of telecommunications equipment, cable TV or other types of underground utilities or the installation of above ground utilities, which would interfere with the normal or regular flow of traffic within the Town of Rocky Hill, or the flow of vehicular or pedestrian traffic is impeded or displaced. In all cases, the priority shall be to provide for the safety and security of the general public and the workers in the work zone must be present to direct traffic on certain road traffic sites under certain conditions. These conditions are as follows:

Section 1. Police Personnel Required

A. When work to be done on a “high traffic road” under this ordinance, and/or placement of any work equipment or work materials on a “high traffic road” interferes with the natural flow of traffic, causing a traffic safety concern as determined by the Chief of Police or his designee. (Safety concerns include but are not limited to weather conditions, visibility, line sight limitations, road surface conditions, gradation, and curvatures of roadways)

B. When work to be done on a road not deemed to be a “high traffic road” or adjacent property under this ordinance, and/or placement of any work equipment or work materials on a road not deemed to be a “high traffic road”, interferes with the natural flow of traffic causing a traffic safety concern as determined by the Chief of Police or his designee. (Safety concerns include but are not limited to weather conditions, visibility, line sight limitations, road surface conditions, gradation, and curvatures of roadways)

Section 2. Procedure

Whenever work described in Section 1 A is being done on high-traffic roads, the Chief of Police or his designee must be given forty-eight (48) hours' notice before such work begins. Such notice must include details of the work to be done, the number of police officers required, estimated time table of the project, and the name, title and phone number of contact person. Final decision as to the number of officers, duration of officers and usage of appropriate traffic control signage is to be made by the Police Chief or his designee prior to the start of work. In the event field conditions change, any changes to the number or duration of officers or signage must be approved by the Police Chief or his designee.

Section 3. Emergency Passage Requirement

At any time there is construction in any roadway within the Town of Rocky Hill a drive-through or passageway shall be maintained at all times of construction such that emergency vehicles may pass through or arrive at the construction site.

Section 4. Costs

The costs of the police officer required under this ordinance shall at all times be borne by the entity or persons doing the work.

Section 5. Exemptions

During an emergency situation as recognized by the Police Chief or his designee, (such as major power outages, flooding or severe snowstorm) when it is not possible to give forty-eight hour notice, utility companies may use their own employees as flagmen or safety officers until such time as the emergency is over and are exempt from this ordinance.

The Connecticut Department of Transportation shall be exempt from the provisions of this ordinance when performing work on State Highways and bridges.

The Town of Rocky Hill shall be exempt from the provisions of this ordinance when performing work on its own streets and bridges.

Section 6. Violations and Penalties

Person(s) conducting work in violation of any provision of this ordinance shall be required to cease work, and to comply with this ordinance until work may resume.

After such notice, the person in violation of any provision of this ordinance will be subject to the assessment of a fine of \$100.00 per day for each day work is being done, and required to remove all equipment, materials, and personnel from the roadway.

Section 7. High-traffic Roads are as follows:

Bailey Road
Brook Street
Capital Boulevard
Century Hills Drive
Chapin Avenue
Charter Road
Church Street
Cobey Road
Cold Spring Road
Cromwell Avenue
Dividend Road

Elm Street
Falcon Ridge Drive
Fern Street
Forest Street
France Street
Gilbert Avenue
Glastonbury Avenue
Grimes Road
Hayes Road
Henkel Way
Main Street
Maple Street
Marshall Road
Meadow Road
New Britain Avenue
New Road
Old Forge Road
Old Main Street
Orchard Street
Parsonage Street
Pratt Street
Silas Deane Highway
Town Line Road
Trinity Ridge Drive
Valley View Road
Waters Avenue
West Street
Westerly Terrace
Woodfield Crossing

This ordinance will take effect in accordance with the Town Charter.

Before this motion was voted on, Councilor Moriarty asked if this could be done on the State roads. Silas Deane Highway and West Street were listed and he asked if this Town's Ordinances control State roads. Town Manager Gilbert said a Police Officer can be required on those roads if the traffic is being impeded. This had been reviewed by their Town Attorney and other Towns have adopted this. This is very similar to the Ordinances that have been adopted in other Towns. She explained some more.

Mayor Vassel asked if there were any other Councilors who wanted to discuss this. There were no other Councilors who wanted to.

At this point, the motion was voted on.

Town Manager Gilbert said this will take effect thirty days from the day it is published and she said that will probably be on Thursday at the earliest.

C. Discussion and Adoption – “Proposed Ordinance Declaring a Twelve Month Moratorium on the Establishment of Marijuana Production Facilities and Dispensaries”

Deputy Mayor Bell moved to approve the following ordinance. The motion was seconded by Councilor Moriarty and adopted unanimously.

AN ORDINANCE DECLARING A TWELVE MONTH MORATORIUM
ON THE ESTABLISHMENT OF MARIJUANA PRODUCTION FACILITIES
AND DISPENSARIES

BE IT ORDAINED BY the Town Council of the Town of Rocky Hill that:

WHEREAS the State of Connecticut has recently enacted legislation legalizing marijuana for medicinal use; and

WHEREAS marijuana for medicinal use will be cultivated and produced in licensed production facilities and distributed through licensed dispensaries; and

WHEREAS State of Connecticut Regulations of the Department of Consumer Protection consider production facilities to be comparable to pharmaceutical manufacturing facilities; and

WHEREAS the Town Council wants to study the different impacts on the community that these production facilities and dispensaries may have; and

WHEREAS a reasonable period of time is needed to allow the Planning and Zoning Commission the opportunity to review, consider revisions and/or revise the land use regulations which will control these facilities.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF ROCKY HILL that Chapter 33 of the Town Code is hereby amended as follows:

Section I (NEW) – Chapter 33 of the Rocky Hill Town Code is hereby amended by adding the following:

- (A) For purposes of this section the terms “Dispensary Facility”, “Marijuana” and “Production Facility” shall have the meanings ascribed to them in Sec. 21a-408-1 of the State of Connecticut Regulations of the Department of Consumer Protection as that section may be amended from time to time;
- (B) Marijuana dispensary facilities, marijuana production facilities, and pharmaceutical manufacturing facilities shall not be a permitted use in any zone until the Town Planning and Zoning Commission adopts revisions to the zoning ordinances regulating such dispensary facilities and production or for twelve (12) months following the effective date of this ordinance, whichever is sooner.

THIS ORDINANCE WILL TAKE EFFECT IN ACCORDANCE WITH THE TOWN CHARTER

Town Manager Gilbert told the Town Council to keep in mind that the Moratorium wouldn't begin this evening but it would begin thirty days from the date of publication.

D. Award of RFQ/RFP Executive Search Committee

Councilor Casasanta made a motion to move the following resolution. The motion was seconded by Councilor Szeps and adopted unanimously.

Award of Bid – Executive Search Consultant for Town Manager

BE IT RESOLVED that the Rocky Hill Town Council award of bid for the Request For Qualifications (RFQ) and Request For Proposals (RFP) for Executive Search Consultant for a town manager to The Mercer Group, Inc., 5579B Chamblee Road, Atlanta, GA at a fee price of \$16,500 and out of pocket expenses not to exceed \$8,000. This Executive Search Consultant project will be charged to the Capital Improvement Budget – Efficiency Study of the Town – budget line 01-950-000-5323.

Report and Recommendation

The Executive Search Committee (ESC) advertised for the executive search consultant on January 9, 2014 with ICMA. Eight consulting firms submitted RFQ/RFP proposals by January 31, 2014. After reviewing all the firms' proposals, ESC selected three to interview. On February 18, 2014, ESC conducted the interviews; one face to face and two via conference call. The ESC recommends that The Mercer Group be hired as the executive search consultant to assist the Town Council in its process to hire a town manager.

Other Bidders:

Randi Frank Consulting LLC, Wallingford, CT (Interviewed)
Colin Baenziger and Associates, Daytona Beach Shores, FL (Interviewed)

The Novak Consulting Group, Cincinnati, Ohio
The Waters Consulting Group, Dallas, TX
Horton International, West Hartford, CT
GovHR USA, Northbrook, IL
Springstead Incorporated, Richmond, VA

E. Review and Approve 2014/2015 Capital Improvements Plan

Mayor Vasel asked if there was any discussion on this. Town Manager Gilbert asked if she could say something before they started their discussions. Mayor Vasel said okay. Town Manager Gilbert told the Town Council that this isn't going to preclude them from acting on this again at budget time. This was just to give them guidance as to what to include in the budget.

She told them that any action this evening wouldn't be precluding their responsibilities and powers that they are allowed by the Town Charter. She explained some more.

Councilor Vargas said Finance Director John Mehr had given them a summary. Councilor Vargas said her initial reaction when she saw all of this is that she couldn't personally make any type of a recommendation because she doesn't know what dollar amount she is trying to balance to in the budget. She knew that they weren't voting on anything and that this is to help Finance Director John Mehr and Town Manager Gilbert better understand where the Town Council is coming from. Councilor Vargas said there is \$6.125 million for the Town side and there is \$1.696 million for the Board of Education side. There is a total of \$7.821 million for Capital Improvements and this was without them having a clue as to where the departments are coming in and she mentioned without raising taxes "through the roof" that she couldn't tell them personally what is more important than anything else. She said a lot of this is really important. She referred to Finance Director John Mehr's document and she asked for a Point of Clarification. Councilor Vargas referred to the \$1,034,822 on the right hand side and she asked if this is based on what they have done for the current year out of the \$6,000,000. She asked Finance Director John Mehr if he was trying to tell them that they should be looking at \$1,000,000 worth of Capital Improvements. Finance Director John Mehr referred to the current year's budget (how much is Board of Education related and how much is Town related). The bottom number is \$3,600,000. There are five leases that the Town is committed to. Some of the Town's funds are offset by State funding (for Town road aid and for LoCIP). He tried to summarize the Board of Education's Capital Improvements for this current year that totaled \$1,800,000. He tried to summarize also how the Town had spent its \$957,000 on items in this current year after he deducted out the State grant money and the Town commitments. The Board of Education is requesting almost \$1,700,000 in projects. The Town is requesting \$1,500,000 because they had to transfer \$325,000 out of savings they had from debt service. This was because some refinancing of bonds was done last year. This will be a one-time hit in the current year but he said they don't have this available and this is why they have \$1,569,000 available. He mentioned again how he deducted the Town road aid and LoCIP. He said they would have just a little over \$1,000,000 available in Capital Improvements by trying to compare what they had done last year to this year keeping the numbers similar to apply against the \$6,000,000 worth of items listed. Councilor Vargas asked Town Manager Gilbert and Finance Director Mehr if they are looking for recommendations from the Town Council to come up to the \$1,000,000 from the \$6,000,000 list and she said that she was trying to work with them. Town Manager Gilbert said they are looking for what the Town Council wishes to see accomplished. She told the Town Council that she isn't looking for them to fit this into the dollar amount but she is looking for them to tell her what they want accomplished so that they will know what the tax rate will be when this is included in the budget. She said that she had been told to rebuild the Capital Improvements Plan. They went back to Square One to rebuild this. This is a very expensive and extensive one. They have had a Capital Improvements Plan all along and they have restricted the budgeting due to tax constraints. She explained that they can go back and choose the items that are imperative and stay within the tax constraints they have or she told the Town Council that this can be expanded. If the Town Council wishes to expand this then she will need guidance.

Finance Director Mehr said they do need some guidance on the requests from the Board of Education where they have a couple of large ticket items for modular classrooms that are

associated with all-day kindergarten, as well as Phase II of the sprinkler project for the sprinklers at Stevens School, so that they can have the funding in place in order to go to the State so that they can receive partial State reimbursement.

Councilor Casasanta said she was new to the Town Council and to the budgetary process. She said that she would prefer to go into Executive Session to discuss these issues. Town Manager Gilbert said this was not a topic. Councilor Casasanta said in the past that she had done this with a Capital Improvement Committee that had done the work and that Committee had come with their recommendations to the Town Council.

Councilor Moriarty said this is something new in the process and he told the Town Council that he wanted to run an idea of his by them. He said that he would be willing to sit down with Deputy Mayor Bell, who is also the Majority Leader. Councilor Moriarty referred to them splitting the Capital Improvements up. The ones for Police and Fire could go to the Public Safety Committee. The Finance Committee and the Government Operations Committee could take some. The Department Heads could also be brought in. He told them if they tried to do this, this evening, that they would be there all night. He told the Councilors that they could also look at this and if they had an issue with something then they could bring their questions to the Chairman of the Public Safety Committee for example if they didn't sit on that Committee. He said they could then all come back together. They will be getting into the budget process in April and he said this might even be a couple of meetings before that. Town Manager Gilbert said the budget will go to print approximately around March 20, 2014 to March 21, 2014.

Councilor Kochanek told Councilor Moriarty that he didn't know if they had time to do it the way he was suggesting. Councilor Kochanek confirmed with Finance Director Mehr that he was saying that the tax rate that was paid last year includes \$1,800,000 worth of Capital Improvements. Finance Director Mehr said that is for the schools. Councilor Kochanek referred to the amount of \$957,000 from last year and he asked if this is the amount they have to spend. Finance Director Mehr said this is what was appropriated for Capital Improvements in the current budget year. Councilor Kochanek said they can only spend \$957,000 in order to keep the tax rate the same more or less. Finance Director Mehr said they were just focusing in on the Capital Improvement budget page alone. Councilor Kochanek said that was what he was saying. Finance Director Mehr said he couldn't say that they will be keeping the tax rate the same. Councilor Kochanek said Councilor Vargas was asking how much they have to spend. Councilor Vargas said this would be \$1,034,000 based on Finance Director Mehr's calculations. Councilor Kochanek said the tax mill rate will be raised if they spend more than that. Councilor Vargas said yes and she said this is what she asked.

Town Manager Gilbert told them they needed to keep in mind that based upon the Grand List, the 26.6 mill tax rate that is in place becomes a 28.9 mill tax rate automatically. This will be an increase in the mill rate but it is really the same mill rate based upon the new Grand List. She said this isn't a tax increase. Their base point is 28.9 right now.

Councilor MacDonald said he knew that they had the Finance Director (Interim) and the Superintendent from the Board of Education present this evening so he asked for his own information if they could maybe walk through their Capital Improvement Plan briefly just at the

high level. Councilor MacDonald told the Town Council that he thought they all understood what is going on but he thought it would be interesting to know if anything big is in there. He then referred to what was being talked about before. He said that he calls this a “roll forward budget plug” and he said they are plugging for the \$1,000,000 that has been around. He doesn’t like that because he thinks that any roll forward budget is skirting the issue of prioritization. He told them that they need a separate meeting just on Capital Improvements or meetings like Councilor Moriarty had mentioned so they can get together to prioritize them. Councilor MacDonald said it is good to know about the \$1,000,000 that has been in the budget but he can’t support them just plugging and trying to go to that if it is less or more.

Deputy Mayor Bell said to “piggyback” off of what Councilor MacDonald had said and she said from reading through this that they don’t really get a sense of what is critical and what has to get done right away. Deputy Mayor Bell mentioned about them looking at all of the “A’s” that they had to do regardless of what the costs are. She said they had the “1’s”, “2’s”, and “3’s” there but they didn’t get a sense of what the “1’s” add up to and she questioned if they had a page on that. She said they don’t get a sense of the different tiers and what they would cost. She asked for a synopsis from Superintendent Dr. Zito and from the Town Staff so that they will get a sense of what some of the critical items are.

Councilor Szeps asked Finance Director Mehr if he could go over the document for Fiscal Year 2014/2015 one more time with him. Councilor Szeps said there is \$1,700,000 in Capital Improvements. Finance Director Mehr said that has been approved by the Board of Education. Councilor Szeps confirmed that there is \$1,600,000 for the Town and Finance Director Mehr said that was correct and he mentioned again how they had commitments though for leases that they have to fund. Those costs come off of the \$1,600,000. He also mentioned again how they have offsets where they get money from the State that reimburses them for Town road aid and for LoCIP. Councilor Szeps confirmed that this is the \$100,000 and the \$341,000. Finance Director Mehr said that was right and he said this reduces it down to \$1,034,000, which is available for the Capital Improvement projects. Councilor Szeps referred to the remaining list. Finance Director Mehr said that is related to items that make up \$1,700,000 for the Board of Education’s requests. Councilor Szeps confirmed if those items are totaled that they are part of the \$1,700,000. Finance Director Mehr said yes. Councilor Szeps thanked Finance Director Mehr.

Finance Director Mehr said the point of this was that the departments had put together all of their priorities, etc. He then mentioned that the Department Heads were present this evening and he didn’t know if the Town Council wanted to address some issues that there were. He referred to some work that needs to be done at the RHPD. Finance Director Mehr referred to how Dr. Picard had mentioned the replacement of the console there. Finance Director Mehr said the RHFD has some new issues that deal with air paks. He then referred to the Park and Recreation Department and he mentioned the pool at Elm Ridge Park. He told the Town Council that these things are being brought to their attention but it doesn’t mean that these things have to be done this current year. Some type of five year plan has to be developed though as to how they want to implement these. The intention isn’t to do the \$6,000,000 worth of Capital Improvements this year. He explained more and said that they are sort of looking at commitments towards the modular classrooms and all-day kindergarten because that is a big portion of the budget increase

this year. He also mentioned them moving forward with the sprinklers for Stevens School. He knows that these are top priorities on the Board of Education side. Mayor Vassel said this is understood.

Councilor Drapeau said this is the first time that he has seen a document with everything that everybody wants on it. He said this is a wish list. He mentioned that everybody wants everything tomorrow and that is fine. He was happy to see what everybody really thinks that they need by department and he said in some cases, this is what they want. He said this is a great first step.

Councilor Drapeau addressed Councilor MacDonald's very "notable" quote of "roll forward budget plugs". Councilor Drapeau said this is exactly what the \$1,000,000 is. He explained that the most non-financial person looking at just the summary page would see that \$1,000,000 doesn't even "scratch the surface" of the Capital Improvement list for Fiscal Year 2014/2015 alone. He thinks the budget plug concept is definitely going to "go to the highway".

Councilor Drapeau said he noticed the "1's" through "5's" in this. He gave kudos to the RHPD because they had actually put "3's", "4's" and "5's" in this as opposed to some of the other departments who put lots of "1's" down. He reminded the Councilors that it doesn't mean "the world is going to burn tomorrow" if they move something to a "2", "3", "4" or "5" if a department puts something as a "1". He thinks their next step is that this needs to be "carved up" by somebody. He told Town Manager Gilbert and Finance Director Mehr that they need to sit with these departments and say they see what they need but find out what they can budget for in next year's budget and what they can wait for. He then told Town Manager Gilbert and Finance Director Mehr that they can then come back to the Town Council to show them this. Councilor Drapeau said this isn't sustainable right now. Town Manager Gilbert said she would like a clarification from the Town Council as to whether she needs to stick to the \$1,000,000 or if she doesn't need to. Councilor Drapeau told Town Manager Gilbert that she can't because it is impossible but he said this is a really good start. Councilor Drapeau asked the Councilors who have been on the Town Council a lot longer than he has if they have ever seen this before. He then said this is something. Councilor Moriarty said no and he said the longer they sit there that they see what happens to the Capital Improvements where money is taken out and it is put into different things.

Mayor Vassel said the Board of Education had two pages for their Capital Improvements and he asked the Town Council if they should go over that this evening. Councilor MacDonald said the Board of Education was present this evening so he asked why not. Mayor Vassel asked if anyone who was present from the Board of Education wanted to "walk" the Town Council through this.

Superintendent Dr. Zito thanked the Town Council for inviting them there this evening. The adopted Capital Improvement Plan for the Board of Education is approximately \$1,800,000 this year and the Board of Education is requesting just shy of \$1,700,000 for next year. He told the Town Council that he would highlight the major priorities for them from the two page document which had been adopted by the Board of Education at its meeting last week.

Superintendent Dr. Zito referred to the portable classrooms. He told the Town Council that they knew the Board of Education has adopted a budget and he told them that they had received the overall budget which would allocate funding for full day kindergarten for all students at that grade level. This would begin next year. They are looking to have one portable unit installed at Stevens School and three would need to be installed at West Hill School in order to make full day kindergarten happen. The second major driver would be the funding for Stevens School for the next fiscal year for the sprinklers. There is funding in the current Capital Improvement Plan for West Hill School and they are anticipating that this job will start in the current fiscal cycle which ends on June 30, 2014. At this point, school is scheduled to end on June 18, 2014 so they would like the West Hill School project to start with the current funding that is in place.

Superintendent Dr. Zito said the Capital Improvement Plan is fairly self-explanatory and it is straightforward. He told the Town Council that most of them were aware that there had been some boiler issues this year at Griswold Middle School.

Superintendent Dr. Zito said \$100,000 is allocated for bathroom renovations in order to meet ADA requirements at Stevens School. He then mentioned how they had worked very closely with the RHPD this year and he mentioned that Sergeant Phelps was present this evening, along with some other Police Officers. Superintendent Dr. Zito said the Board of Education is proposing a \$90,000 purchase for radios and this is in the Capital equipment line. This specifically would be integrated with what the first responders have. There are some "hand me downs" at the schools right now. The radios are old and they don't work well. They think it is critical for them to be on the same platform as the RHPD and the RHFD. He thanked the RHPD because they had worked very closely with the Board of Education to have the quote put together.

Superintendent Dr. Zito said the Capital Improvement Plan is a very detailed one with regards to items that the Board of Education had looked at. He commended Jim Sollmi (Director of Public Works) and Mike Mancini (Facilities Dept.) because they had worked very closely with Interim Finance Director Connolly. Superintendent Dr. Zito said they took a very close look at what they need to work on. He said in terms of speaking for the Board of Education that he thinks they wanted to keep this number a reasonable one and he told the Town Council that this is why they are seeing the drop in next year's proposal. He mentioned that this document lays out for five years but he told the Town Council as they knew that these documents tend to be fluid as they move through time. He told the Town Council in order to be brief that he just wanted to focus on comments for next year. He said to the Town Council that he and Interim Director Connelly would be happy to take any questions they had.

Councilor Kochanek asked Superintendent Dr. Zito if he could dispel a rumor for him and this was that a plan had been put together for all-day kindergarten without portable classrooms. Superintendent Dr. Zito said he wasn't sure that this was a rumor because he had spoken about it last year in front of the Town Council. He mentioned that one of the things the Board of Education was looking to do when they had initially hired him was to move towards full day kindergarten. He said that what he was about to reference hadn't been discussed this year but he said that he gave the Board of Education a series of options the prior year at a public meeting. One of these options involved the reconfiguring of the school district and he told Councilor

Kochanek that he thought this was what he was going towards. Councilor Kochanek asked if this would accomplish the all-day kindergarten ultimately. Superintendent Dr. Zito said at that time that they felt they could do it but he hasn't done the numbers this year because he wasn't asked to. He had presented this last year as a proposal to the Board of Education. This would have entailed reconfiguring the school district into a primary school, an intermediate school and a high school. West Hill School would have become a Kindergarten through Grade 2 school and Stevens School would have become a Grade 3 through Grade 5 school. He said he works for the Board of Education and the majority of the members didn't want to go in that direction. The Board of Education wanted to keep the school district with its current configuration and the historic neighborhood structure. Councilor Kochanek confirmed with Superintendent Dr. Zito that this was possible to do and he felt there was a way of getting this done. Superintendent Dr. Zito said he felt that this was an avenue that the Board of Education could pursue but they didn't go in that direction and he mentioned again how he works for them. Councilor Kochanek confirmed that it was the Board of Education's decision to go the other way and Superintendent Dr. Zito said that was correct. Councilor Kochanek thanked Superintendent Dr. Zito.

Councilor MacDonald told Superintendent Dr. Zito that the Capital Improvement Plan is very good and that he likes it. Councilor MacDonald said this really lays this out over a five year period and he thinks this gives them a lot of flavor for what they need to do. He likes the fact that ADA issues and the portables are addressed. He then referred to furniture for \$10,000 and he asked Superintendent Dr. Zito why this wouldn't be in the operating budget. Councilor MacDonald said he struggles with any Capital Improvement item that is for \$10,000 because he doesn't think that it really is one. Superintendent Dr. Zito said he supposes they could go either way with this but the Board of Education's feeling was that these are Capital expenses. Interim Finance Director Connolly told Councilor MacDonald that this was a judgment call. Councilor MacDonald said that is fine. Interim Finance Director Connolly said this goes on for several years because the furniture is the first thing to go every year that the budget gets cut. This will be a systematic way of ensuring that they will have a systematic program to replace the furniture. He said this is almost like a preventative maintenance program for furniture every year going forward and this is a very highly visible conscious program. Councilor MacDonald said he is assuming that this may be one of the items that they may be able to pre-fund if any budget funds are left over for this year and if they have a surplus. Superintendent Dr. Zito mentioned the Board of Education's Finance Committee and how they talked about year-end spending. He explained that in mid-April every year, they look at what they have coming "down the pike" in terms of the last financial quarter and they go to the Board of Education. He expresses the transparency to them. He said they want to pre-purchase items during the current cycle if there are some and he said they also want to be transparent with the Town Council while that is happening in order for all of the taxpayers to know how the money is being spent.

Councilor MacDonald referred to the \$23,000 for painting. He asked if the painting will be picked up in the custodial budget as they migrate the custodial function and maintenance back to the Board of Education. Interim Finance Director Connolly said not necessarily. The painter who is being proposed to being transferred over to the Board of Education will be handling some of the day-to-day things. He referred to what Councilor MacDonald was saying and he said that would be for major projects (i.e. a whole cafeteria and a whole gymnasium). Interim Finance

Director Connolly said this is an approach for them to try in order to have a major item addressed every year and that the existing Staff can't keep up with. Councilor MacDonald said that is fair.

Councilor MacDonald said on the Town side that they need to make sure what the funding source is for every item they look at. They need to see if this will be operating funds through their budget or if this will be LoCIP. He said that he would see a Capital Improvement item of "X" and then he mentioned how they would fund this (i.e. grants, referendum or operation). He told Superintendent Dr. Zito and Interim Finance Director Connolly that he liked the fact that they spiked out three or four items that they need to do but that there is no way that they can even consider these Capital Improvements without going through the funding of a referendum. Councilor MacDonald said they need to make sure how they will get these funds when they start looking at this on the Town side.

Town Manager Gilbert said this is already broken down and she said she was looking at the sheets that they had been given. The sheets don't contain this information but there is a whole list of what is going to be covered by the road referendum and by LoCIP. This information is in one of their draft documents. She told Councilor MacDonald that they will have this brought forward and they will get it to the Town Council. Councilor MacDonald said thank you.

Councilor Moriarty referred to the storage facility trailer for the bleachers and he knows there is an issue with the fire code with regards to this blocking the hallways. He thinks that a storage facility trailer is just a "Band Aid" and it isn't a way to have this fixed. The bleachers that are there are small and they are on wheels. He assumed what is being proposed is a Conex trailer. Superintendent Dr. Zito said that this was taken out when they had been asked by the Board of Education's Facilities Committee and then the full Board of Education to find a placeholder for bathroom renovations. He told Councilor Moriarty that he sees there has been a change there. Councilor Moriarty said they aren't fixing the issue of the fire code so he asked where they are going to put these things. He also said new bleachers are needed. Those aren't being funded for this year but they aren't going to want to buy these and start dragging them in and out of a trailer so that the wheels are knocked off of something that is brand new. Superintendent Dr. Zito said throughout the district that storage is a problem. Councilor Moriarty said that it is in any building because no one builds storage. Storage is the first thing that gets cut. He thinks they should look at what it would cost to put a room in at the end of the hallway between the gymnasium and the auditorium to put things in. He said this doesn't have to be fancy and it doesn't have to have a ceiling. This could be a storage area. He thinks they would be against their own zoning regulations with having Conex boxes put out. They will also have the issue of back injuries with the Staff moving these things. Superintendent Dr. Zito said they can go back to the Board of Education Facilities Committee to talk about this. This is a constant theme and he said that Principal Watson of Griswold Middle School always talks about how cumbersome the bleachers are and how it is difficult for the physical education teachers to teach with those in there. Superintendent Dr. Zito said there are weekend activities where parents want the bleachers in there so that they can watch their children playing travel basketball. There is a constant battle with the storage at that school. Councilor Moriarty said the gymnasium there isn't designed for bleachers and this is the issue. Superintendent Dr. Zito said they are dealing with a lot of older buildings that weren't designed for a lot of purposes that they want to use them for now. He told the Town Council that any ideas they have can be taken back to the

Board of Education. Councilor Moriarty thinks this is the way to go but he said this doesn't have to be in this budget. He said things that go in the back of Conex boxes won't be seen for twenty years. These things will just sit in there and rot, etc.

Councilor Drapeau referred to the \$580,000 for security improvements in the schools. He guessed that this is based on the SecureWatch 24 report recommendations. Interim Finance Director Connolly referred to the second item down (security improvements) on Page 2. There is the number of \$580,255 for Fiscal Year 2015/2016. He told them if they took that number plus the number to the left of it (\$494,914) that this is the total that the Architect is saying is needed for security improvements that came out of various reports, including both the equipment and the installation. The current appropriation is \$494,914. This is between what the Town Council appropriated in the Capital Improvements Plan in the current year and the security grant that they applied for. Another \$580,255 is needed to complete all of the security improvements being recommended. This will be effective on July 1, 2015. Enough work will be going on this summer to carry them over. The numbers tie in materials and labor. He said the timing of this fits very nicely. Councilor Drapeau confirmed that this will be for Fiscal Year 2015/2016. Interim Finance Director Connolly said yes and he said this will be for a July 1, 2015 start date. Councilor Drapeau said he was under the impression that the vast majority of the \$494,914 was going to be spent over the summer this year. This would have been costs in Fiscal Year 2014/2015 and not Fiscal Year 2015/2016. Councilor Moriarty said they have \$500,000 in this year's budget. Councilor Drapeau said Interim Finance Director Connolly was saying that this is what the \$494,914 of the \$580,000 is but this is in the column for Fiscal Year 2015/2016. Interim Finance Director Connolly said that is correct and these numbers are budget-to-budget ones. These aren't cash flow.

Councilor Drapeau referred to the bonding issues. He told Superintendent Dr. Zito and Interim Finance Director Connolly that he appreciated them putting these down. Councilor Drapeau said this is approximately \$13,000,000 and he asked Superintendent Dr. Zito and Interim Finance Director Connolly when they are proposing to propose these dollars. Interim Finance Director Connolly said the issue of bonding is strictly a Town Council function. Councilor Drapeau said yes but this has to be proposed to the Town Council so he asked when they are planning on doing that. Interim Finance Director Connolly said they would notice that he blanked this out so this covers a four year time span. Councilor Drapeau said he noticed that and it is very conspicuously absent. Interim Finance Director Connolly said this was intentional and they didn't want to interfere with the Town Council because this is a factor. He said that the Town Council has to look at this in light of their current bond debt and in terms of what is coming off of their bonding schedule, as well as in terms of how they want to stabilize this element in the budget itself. He said this is laid out so this can be done sometime over the next five years but they wanted to put this in to flag it. These problems don't fit into a regular Capital Improvements Plan because they are so large and these will require separate bonding. Councilor Drapeau said he got that and he just wanted to know when "the roof is going to fall in." Councilor MacDonald said the Board of Education will determine when this will come in front of the Town Council. Superintendent Dr. Zito said the schools are old and these are major issues. These numbers "weren't pulled out of thin air" and he said this is a lot of work that Interim Finance Director Connolly, Jim Sollmi and Mike Mancini had put in. They also got input from Friar Associates and O & G Industries, Inc. Superintendent Dr. Zito said these are

significant issues that are facing this Town and they are going to need to be dealt with sooner rather than later. He referred to what Interim Finance Director Connolly had indicated with regards to them not at least flagging them because they think that would be irresponsible. Councilor Drapeau agreed completely.

Councilor Drapeau said they have approximately \$245,000 in the Griswold Middle School lines on Page 1 for boilers and \$275,000 for the ductwork engineering study. He was wondering why these weren't lumped in with the bonding piece for Griswold Middle School because these are big numbers. Interim Finance Director Connolly said they are. He and Jim Sollmi had met with a contractor this past week for the boilers and the contractor felt that these could go for another two years with some "Band Aid" approaches. These are moved out to basically the third year. Interim Finance Director Connolly said the concern was that if these are put in a bond issue that they will start to "get a little hairy" if they don't bond for three years. They will be faced with large costs if the boilers go down in the middle of the winter so they thought of a very specific timeframe that is independent of the bond. This could be included if they did a bond issue in the next year or two years but there is a very specific timeframe this way here where they are saying that this really has to be addressed. Councilor Drapeau thanked Interim Finance Director Connolly and he said that was the answer that he was looking for.

Mayor Vassel turned to Deputy Mayor Bell. Deputy Mayor Bell was all set.

Councilor Vargas said she was trying to go through the security thing in her head and she wanted a clarification on this. She understands the \$494,000. She said if this is taken in the current year's budget and moved into nonrecurring then it will probably be spent over the summer. She then referred to the \$580,000 which will be put off until Fiscal Year 2015/2016. She confirmed that there will be \$1,075,000 of security related projects between the two of these. Superintendent Dr. Zito said that is correct. Councilor Vargas said she had sat through the SecureWatch 24 presentation and she got the impression that there was a lot more security. She said that SecureWatch 24 was presenting this differently. She told Superintendent Dr. Zito that she had sent an e-mail to him. Councilor Vargas thinks the Town Council should look at the total and get a whole picture of what the security issues are because SecureWatch 24 had spoken about a lot of other things. She isn't getting a flavor for the whole package. Superintendent Dr. Zito said the initial figure was \$1,300,000 and now this is approximately \$1,100,000. He told Councilor Vargas that they could go back and check these figures for her. Superintendent Dr. Zito said they asked SecureWatch 24 to prioritize things knowing that they have limited funds because they don't have \$1,200,000 or \$1,300,000 at their disposal to do the security immediately and this is why it has been broken out over a couple of years. The other night, this had been spoken about with the Board of Education. The major priorities right now are to get the intercom systems in place at both Stevens School and West Hill School because they aren't reliable. Councilor Vargas agreed. Superintendent Dr. Zito said SecureWatch 24 is also recommending that cameras go into Stevens School, West Hill School and Griswold Middle School. This will be exclusive to Rocky Hill High School because that will be dealt with separately. The Town Council has already set aside \$350,000 this year and another \$144,000 is coming back from the State. This comes to \$494,000, which is where they want to limit the scope of work and prioritize. They will hopefully come back to the Town Council the following year with the remaining projects that the consultant is recommending so they would like to see

those in subsequent years. Councilor Vargas asked if this is everything from the report. She mentioned about when the gentleman from SecureWatch 24 had been talking about there being other things that they didn't put dollars to and she said this would have been nice to have. She said that she even had said to this gentleman that he was talking about other things and she didn't want him to come back to the Town after they do this saying that something else should have been done too. She wanted the worst case scenario presented to them to make sure that they are comfortable. She doesn't want another thing like they had with this Town's IT with regards to them being told one thing and then they were told they should have done something different. Superintendent Dr. Zito said right. Councilor Vargas thinks they need to have full disclosure and that they have to understand the whole thing. She mentioned again how she had listened to everything and how the gentleman had talked about a lot more. She thinks they should understand this but she knows they don't have a lot of money. Superintendent Dr. Zito said his understanding coming out of that meeting was that this will cost approximately \$1,300,000 and there will be a little flexibility in some of these numbers. He told Councilor Vargas that they can certainly go back to try to tighten this up for her. Councilor Vargas said alright and thank you.

Mayor Vasel turned to Councilor Szeps and Councilor Casasanta. Councilor Szeps and Councilor Casasanta said they were all set.

Councilor Moriarty said they were talking about extra money out. He referred to the \$1,200,000 they had put in last year for the sprinklers at West Hill School. He said this is a one-time item. He explained some more and then he said the extra money for the security isn't increasing but it is just money that keeps getting passed down. It is getting taken away from some of the things as they go. Mayor Vasel said that is correct. He said as long as this was a line item in the last budget and it stays one then it can be renamed.

Mayor Vasel asked the Councilors if any of them wished to speak for a second time. No one else wished to. Mayor Vasel and some of the Councilors thanked Superintendent Dr. Zito and Interim Finance Director Connolly.

Mayor Vasel asked the Town Council what their desire was and he asked them if they wanted Town Manager Gilbert to go over the rest of the budget. Councilor Moriarty asked if he could ask a couple of questions to Lieutenant Catania. Mayor Vasel said sure. Councilor Moriarty asked Lieutenant Catania if he could come up to the microphone please. Councilor Moriarty told Lieutenant Catania that he had some questions when Chief Custer had done his presentation to the Town Council and he had talked about the detectives' cars. Councilor Moriarty told Lieutenant Catania that he hadn't been there for that discussion. Councilor Moriarty said one of his concerns is four cylinders because he isn't a big fan of four cylinder vehicles. He had some discussion with Chief Custer and Lieutenant Klett with regards to some of the other ways to look at this. Councilor Moriarty told Lieutenant Catania that knowing the person he is that he is sure that he didn't look at anything but Fords. Councilor Moriarty asked Lieutenant Catania if he had looked at Chevys. Lieutenant Catania said he did. He looked at everything and the safety component of this vehicle seems to be the safest for the money. He then told Councilor Moriarty that he knew he would never expect him to promote a four cylinder vehicle but these vehicles are completely different. These vehicles don't idle for extended periods of time and they mostly travel to and from interviews, as well as appointments. These will not be primary patrol vehicles

but they will supplement the fleet. These will also be under a full warranty, bumper-to-bumper, during the course of the lease. Lieutenant Catania thinks this will be a significant savings as well to the Town. He isn't seeing this as a problem and he had reviewed a bunch of data as far as torture testing of the engine. This is what the six cylinder used to be. Councilor Moriarty asked if they will have to increase the size of the amperage on the alternator because of radios. Lieutenant Catania said no and he explained some more. Councilor Moriarty said he was concerned with the four cylinders but then he told Lieutenant Catania that he had said that today's four cylinders aren't like they were yesterday. Lieutenant Catania said this is mission specific. He said there should be a savings between the improvement on the gas mileage and what these are going to be used for. Councilor Moriarty told Lieutenant Catania that this is fine as long as he is happy with this and he thanked him.

Mayor Vassel referred to the rest of the Capital Improvement Plan and how Town Manager Gilbert was going to go back. Town Manager Gilbert said she already has scheduled a Staff meeting for Wednesday morning at 10:00 a.m. and this will be addressed.

Councilor MacDonald said he wanted to make one recommendation. He said he was really impressed with the apparatus replacement plan and the details in it because each of the items was really gone through. The numbers are big but he said this is a full inventory of all of the RHFD's equipment (i.e. the replacement cycle and the age of the apparatus). He would like to have an inventory of what a department has currently, the age of it and the useful life of it before he will approve any large piece of equipment for Rocky Hill. He thinks this would be very helpful for him. He said last time they had just gotten a big list.

Town Manager Gilbert used the Highway Department as an example. They are asking to have a 1983 payloader replaced. She confirmed with Councilor MacDonald that he wants to know the specifics of this payloader. Councilor MacDonald said he would like to know what all of Glenn Parent's (Highway Supt./Recycling Coordinator) large equipment is. Councilor MacDonald would like to know what the age of it is and what its expected life use is. He explained some more. He then said when they see some large equipment in the Parks and Recreation Department and in the Highway Department that it gives him a better understanding from a Town perspective as to what their full inventory is. He doesn't know this right now based on what he has. Town Manager Gilbert said perfect.

Councilor Moriarty told Chief Garrahy that he saw in the Capital Improvement Plan for the RHFD about them replacing all of their Scott paks. Councilor Moriarty asked if this is mandatory per OSHA and if these have a life expectancy. Town Manager Gilbert said yes and she said that these have to be done. She said that she has requested a copy of the Statute or the Regulation that will be going into effect on July 1, 2014 because she told the Town Council that she thinks this will help them.

Chief Garrahy said there has been a Standard change in self-contained breathing apparatus. The RHFD's current self-contained breathing apparatus doesn't meet the new Standard. Part of this change is to match with the changes in advancements in personal protective clothing. They will "phenomenally" be protecting the outside of the firefighter now and they will be protecting the inside as well. They wear air paks in life and death situations. They are in an atmosphere that

won't sustain life if they are in an air pak and they are on air. They are looking to replace the air paks and upgrade to the current Standard that is coming out. They will be providing this information to Town Manager Gilbert who requested it.

Councilor Moriarty asked if there is a use for air paks for other purposes as opposed to a fire (i.e. HazMat) and where there would be a minimal dollar value to sell these things. Fire Marshal Renstrom said no because these don't meet the Standard. Councilor Moriarty said he was talking about for another use and not for fire use. Fire Marshal Renstrom didn't think there would be a market for them.

Deputy Mayor Bell referred to any new equipment requirements for fire and/or for Police and she asked if they could also include if there is any possibility of grant money that would be available, as well as if there is a grant in the "pipeline", whether they are getting it or not, so that they will understand the possibility. Fire Marshal Renstrom said they asked Ray Carpentino (Economic Development Director) to look into the possibility of a grant but the window closed for the grant period for 2013 so he is going to look for 2014 for a fire grant. Fire Marshal Renstrom said they also looked into a lease purchase agreement for these, which he could have had signed two weeks ago, but they couldn't do that because of them exceeding the dollar amount per their Town Charter. Deputy Mayor Bell said thank you and she said it is good to know that they are going after the grant money. Town Manager Gilbert said the \$150,000 throughout this budget has crippled them. They can't lease something if the total of it is over \$150,000. This is per a legal opinion that is relative to the Town Charter. She said when it comes down to this piece of equipment, as well as to the Police console, that this has "tied their hands" and she said that \$150,000 is unrealistic in today's world. Mayor Vassel asked about them leasing \$150,000 worth per year. Town Manager Gilbert said the total sum has to be no more than \$150,000 and she explained some more.

Chief Garrahy referred to the phasing in of these air paks and he said it is going to be a radical change as to how they operate under air. There used to be a 20% alarm bell before and the air pak would tell them it was time to get out when there was 20% of usable air left. The air paks are now going to be split into thirds. There will be one-third for a firefighter to get to their working area, one-third for them to work and one-third for them to exit. He explained that it wouldn't be feasible or safe for the RHFD to phase these in because they want everybody working on the same operating platform at the same time. They looked at possibly getting these in pieces when they were looking into grants but this wouldn't work.

Mayor Vassel asked how much it will cost for each air pak. Chief Garrahy said he didn't have the breakdown but he thinks the total would be \$464,000. Mayor Vassel asked if it would be \$3,000 or \$5,000 for each one. Fire Marshal Renstrom said he thinks it would be \$6,500 for an air pak and it will cost \$486,000 to replace their entire inventory. Councilor Kochanek said each air pak would cost \$6,400. Deputy Mayor Bell said for the items like this that they need to know these are critical regardless of their cost and they have to do these. Councilor MacDonald said this would be a Priority Zero and Deputy Mayor Bell said exactly. Councilor MacDonald said they have to do this and he would like to see these items in the Capital Improvement Plan. He said these would be if they are regulatory, a Standard with regards to fire safety or Police safety or if they have to do these because of legal issues. He said to him that these are non-negotiable and

these are show up items that they have to go through. Town Manager Gilbert said she is going to approach this by wherever there is a Standard, something that is regulatory or where there is a known liability. This can't be avoided then. They will be leaving themselves open to suit if there is a liability that they choose not to fund. They could have problems with their insurance carrier with regards to coverage.

Deputy Mayor Bell asked if it can be defined as to what Level Zero, Level One and Level Two, etc. will mean to the Town Council so that this is not just a number. Town Manager Gilbert said if there is a Code Standard, regulation or liability associated with it then they will get an outline of what the facts are attached to it. Councilor MacDonald told Deputy Mayor Bell that he thinks she is looking for a legend on the report on the bottom and how something is determined to be a Level Two or Level Three, etc. and he asked if that was right. Deputy Mayor Bell said yes.

Councilor Moriarty asked what the lead time would be on the air paks. Fire Marshal Renstrom said that is a good question. He said that the RHFD buys their air paks from Scott Aviation and they haven't even made the air pak yet to meet the 2013 standard. Scott Aviation is waiting for the NFPA to finish their final documents so that they will know what the Standard is exactly and then they will meet it. He mentioned that the City of Boston had just gone out to purchase five hundred of the new 2013 compliant air paks. He said there is going to be some lead time.

Councilor Kochanek asked Chief Garrahy and Fire Marshal Renstrom when they were notified about this and he asked what this specifically states about the time duration for them to comply. Fire Marshal Renstrom said they don't know because the Standard won't be available until June 1, 2014. They were told by Scott Aviation through Shipmans about this. He said the RHFD has two air paks that they can convert over because these meet the 2007 Standard but the rest of their air paks are fifteen years old and older. Those aren't even compatible. Councilor Kochanek said he understands that. Fire Marshal Renstrom said they found out about this about one month ago. Councilor Kochanek confirmed that the vendor is telling them that their air paks will no longer be compatible. Fire Marshal Renstrom said that is correct and he said these won't be NFPA compliant. Councilor Kochanek confirmed that NFPA hasn't drawn the Standard up yet. Fire Marshal Renstrom said this hasn't been published yet. He said this isn't just Scott Aviation but it is for MSA, etc. Councilor Kochanek said it is kind of hard to plan because he doesn't have a piece of paper yet telling them how to do this. He said this is how they get stuck with these things.

Mayor Vassel asked the Councilors if they were all set with Chief Garrahy and Fire Marshal Renstrom. The Councilors were. Mayor Vassel and the Councilors thanked Chief Garrahy and Fire Marshal Renstrom.

Councilor Vargas referred to the Engineering Department. She said when they passed the road referendum that they had said they were going to be including some type of maintenance in that. She said all of this money is going to be spent to fix the roads but she didn't see anything with regards to making sure they are on a road repair plan. She is assuming this would be in the Engineering Department. Finance Director Mehr said there is \$200,000 in the Highway Department for road maintenance. Councilor Vargas said that has been there and that is for curbs, etc. She knew when they did the road referendum that they had a discussion about where

there is going to be \$250,000 for this. A lot of money is being spent to do all of these roads and she mentioned about maintaining them so that they aren't in another referendum situation. She said that she sees the \$200,000 that Glenn Parent has in his budget currently. Councilor Vargas said she doesn't think this is enough to do this because the roads haven't been maintained right along. Town Manager Gilbert said they haven't done any roads yet to maintain. Finance Director Mehr said they have \$2,000,000 committed for next year. Councilor Vargas said if they are having a five year plan that she doesn't see anything and Town Manager Gilbert said they would add this back in. Finance Director Mehr said the five year plan is for \$2,000,000 on road improvements for the next five years. Councilor Vargas said when they had voted on the referendum that they weren't saying that they wanted to start budgeting for the other one so that they don't have to go out to a referendum again. Finance Director Mehr asked Councilor Vargas if she was saying that they should increase the \$200,000 to a higher number. Councilor Vargas said she was making an observation and she didn't know. Town Manager Gilbert said she thought that Jim Sollmi is carrying \$300,000 for pavement rehabilitation in the engineering budget and she asked if these are the dollars. Councilor Vargas said that is for the parking lots. Mayor Vasel agreed and said that is for something different. Town Manager Gilbert said she thought that Jim Sollmi had this in the budget somewhere. Councilor Vargas said she was just throwing this out there.

Councilor Vargas referred to the mini-bus, the training center for the RHFD and McVicar Field. They have been budgeting for these a little bit along the way. She thinks it would be helpful for the Town Council to know where they stand with these things. Town Manager Gilbert referred to the mini-bus and she said the same dollar amount is put aside every year. They buy a mini-bus every two or three years as long as the grant is there. This is a constant. They just bought a mini-bus so they will be buying a mini-bus in another two years. Councilor Vargas said for the new Councilors to know that this is something that is coming up. Town Manager Gilbert said the total for McVicar Field will be given to them. Councilor Vargas said through economic development that the Town has applied for \$500,000 through Lisa Zerio (Director of Parks and Recreation & Custodial Staff) for a STEAP (Small Town Economic Assistance Program) Grant. Councilor Vargas said she would like to know the status of this compared to what has been budgeted so far. She mentioned that \$350,000 was put in this time. Town Manager Gilbert referred to the status of the STEAP Grant and she said this is with the State Department Office of Policy and Management. The Governor has been rolling these grants out slowly. Rocky Hill was very successful for many years in getting STEAP Grants but since one year ago in December because of what had transpired, they have ceased getting these. Councilor Vargas asked if \$500,000 will cover all of McVicar Field. Town Manager Gilbert said with this amount and with what they have saved that it will do the whole carpet. The track is separate but they are going to go over that to do the field. She explained that they will do the field and then the track. Councilor Vargas said thank you.

Councilor Szeps said he wanted to carry the road repair and replacement one step forward. He said hypothetically about them replacing a road in Rocky Hill. He gave an example of this being Orchard Street. He said the Town Council was told during the presentation for this that to get them to this point about there being some work done the following year to that brand new road in order to prevent it from falling apart ten years down the road. He said they were expecting to see what money they were going to put in the brand new road a year later and then what they were

going to put in for the second year, etc. Town Manager Gilbert said she would have Jim Sollmi address this.

Jim Sollmi told Councilor Szeps that this was a good question. Jim Sollmi said if this is a brand new road then it really wouldn't need much of anything the second year. The Highway Department crew would probably do crack sealing on this road to maintain it probably the third year after it had been done over. This would be all that would be necessary. This would extend the life of the road even further. The Highway Department has their own crack sealing crew and he said they are getting much better at it. Councilor Szeps gave an example of them replacing Orchard Street this year and then he referred to the third year in the Capital Improvement budget. Jim Sollmi said crack sealing is done out of the normal operating budget and not out of Capital Improvements. Glenn Parent said the \$200,000 currently covers the crack sealing that they do so they have already started implementing the maintenance procedure. He believes that the crack sealing qualifies for the road referendum. Jim Sollmi said before they would pave Orchard Street, for example, that they would go in and prepare it by sealing the cracks. Councilor Szeps said just to give the Town Council the level of detail that it is asking for in these Capital Improvements that \$10,000,000 will have been spent at the end of five years. He asked if the \$200,000 is going to be sufficient at the end of five years to do crack sealing for all of the roads. Glenn Parent said no and he said that he doesn't have the figure that they are going to need for maintenance on a yearly basis. He said that he had just started talking approximately one month ago with Jim Sollmi as to what the maintenance budget would be on the road program. Glenn Parent said they are going to be looking at \$300,000 per year anyways with road overlays, etc. and then he said this will be up to \$500,000. Town Manager Gilbert told the Town Council that she knows what they need and she knows what has to get done. Glenn Parent told Town Manager Gilbert that there is no way of knowing this specifically because every year the damage that is done to the roads is determined by what kind of winter they are having. He explained some more. He mentioned they won't have the list of roads drawn up until the weather gets warmer and they really start to "pop". Councilor Szeps said he wants to make sure when the roads are replaced that they won't have to keep going out to borrow money. It will cost the Town \$20,000,000 to pay back the \$10,000,000 they are borrowing and he said that he would rather put \$20,000,000 into the roads. Jim Sollmi said the number he gave was \$600,000 per year to maintain the system once they get it up to that level. He then explained that there will always be a road that is disintegrated so they will still need additional funding as they go along but it will cost \$600,000 to maintain the roads that they will have done in order to extend their life. Councilor Szeps asked Jim Sollmi if he could put this information in the document for the Town Council. Jim Sollmi said this can be added in. Councilor Szeps thanked Jim Sollmi.

Mayor Vassel clarified what Councilor Szeps was saying. Mayor Vassel said they don't want to bond \$10,000,000 worth of roads, still be paying for them and then have to do them a second time when they are still paying off the money for the first time that they reconstructed the roads. The concern is that they would be paying for the same road twice. Jim Sollmi said this is absolutely right.

Mayor Vassel asked if the Councilors if they had any more questions. The Councilors had none. He thanked Jim Sollmi.

Mayor's Report

Mayor Vassel referred to the Hartford St. Patrick's Day Parade. The Parade Marshals will be Wally and Debbie Cone. This parade will step off at 11:00 a.m. on March 15, 2014. Mayor Vassel asked the people of Rocky Hill to go out to support Wally and Debbie Cone.

Mayor Vassel told college students during their spring break week if they would like to do an internship in Rocky Hill that positions are available in the Parks and Recreation Department and the Engineering Department. He told interested students to call Jessica Dumas in the Town Manager's office to find out what is available.

Town Manager's Report

Town Manager Gilbert said the road referendum and the Rocky Hill High School renovation project will be before the Planning and Zoning Commission this Wednesday for the Statutory 8-24 referral for them to make a decision and to give letters that state these concur with the Plan of Conservation and Development. This statutory form must be done as part of the bonding issue. She said they are going forward with this so that it can be included in their bonding package. This is per the Bond Counsel.

Town Manager Gilbert said she has been asked by State Representative Guerrero to let the residents know that he will be holding a public forum from 6:00 p.m. to 8:00 p.m. tomorrow in the Council Chambers to receive input from the residents as to what they would like to see included in this year's legislative session.

Town Manager Gilbert said the Town Attorney had called her late this afternoon to go over two brief pieces of information to be given to the Town Council this evening. The Town Attorney had received two letters today. The first letter was from the Department of Energy and Environmental Protection (DEEP) and this was relative to the Noise Ordinance. DEEP has raised questions about some of the sections that are included. This is being reviewed by the Town Attorney and he will be meeting with DEEP to see if he can negotiate or work with them to get changes to these sections so that they can remain included in this Ordinance and to also gain approval from DEEP. Town Manager Gilbert said this has been moved up to a higher level than it had originally been submitted at. She then referred to questions by the Town Council that related to solar energy and different things. The Town Attorney has been exploring this and he has received word back from a consultant. This has raised some interesting ideas and the Town Attorney is studying these ideas so that he can bring a plan to the Town Council for them to maximize any benefit with regards to solar power.

Town Manager Gilbert said she has had numerous questions relative to the overtime budget with regards to snow removal, etc. She and Finance Director Mehr have begun discussions as to where they stand and how they are going to cover any overages, etc. Town Manager Gilbert said she and Finance Director Mehr will begin their review of where they are in all of their budgets to see how they are going to cover this overage and if it is warranted that they have to freeze budgets then they will take the necessary action to do this in order to make sure that they come in with their allocated dollars this year.

Mayor Vassel said very good and he asked for a motion to adjourn.

Adjournment

Councilor Vargas moved to adjourn. The motion was seconded by Councilor Szeps and adopted unanimously.

As there was no further discussion, the meeting was adjourned at 9:52 p.m.

Respectfully submitted,

Jessica M. Dumas
Clerk of the Council